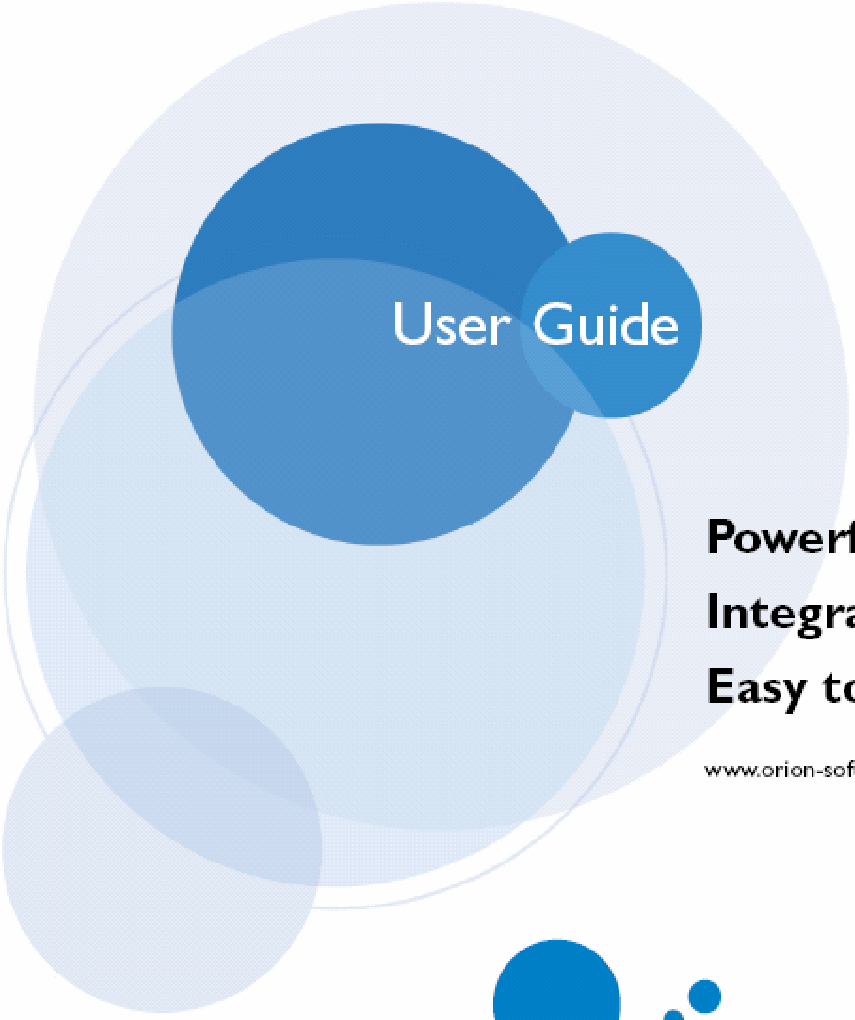
Sirius

Best-of-breed
Rental Software

For Windows 95/98/NT/Me/2000/XP



User Guide

Powerful

Integrated

Easy to use

www.orion-soft.com

ORION
SOFTWARE

Printed in Canada

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Chapter 1
Introducing Sirius

This chapter introduces you to the Sirius software application, highlights the latest features and explains how to contact Orion software for technical support.

Here’s what you’ll find in this chapter:

- Introduction
- New Features in this Version
- Conventions Used in the Documentation
- Contact Us

Introduction

Sirius was developed with input from industry leaders and, combined with our 20 years of experience, we have created a powerful, flexible, yet easy to use and learn rental solution.

Sirius advantages

- Monitor pick-ups and returns, quickly and efficiently
- Profit from automatic price and tax calculation, while keeping special agreements for each customer in mind
- Avoid double bookings that are disastrous to your customers and your reputation
- Eliminate time consuming tasks such as manual form entries (reservations, contracts, invoices, statements of account…)
- Invoice professionally, in your customer’s language
- Monitor customer credit limits, special instructions and accounts receivable efficiently
- Access the location and availability of your equipment at all times
- Efficiently manage equipment operations and availability in several branches, in real time
- Prevent oversights and lost add-on sales, thanks to our Kit and Accessories Management
- Instantly access a detailed customer rental and equipment history
- Track maintenance, repairs and depreciation for all your equipment

Prerequisites

Before you start using Sirius you should be familiar with the Windows operating system.

New Features in this Version

If you’re already familiar with Sirius, you’ll notice right away that this latest version brings you many significant additions.

■ Staff Management

This new complete module allows you to manage resources assigned to deliver, install operate, and dismantle your customer orders. These resources can be your technical employees, drivers, and material resources such as trucks or lifts. Allows you to maintain a detailed file per technician, including phone, email, and detailed expertise.

You then assign your team or trucks to your transactions, each staff member with its own date and time and special instructions. A staff sheet is available by employee and by transaction.

Finally, in order to assign your team and better manage logistics, you can view the availability of your team in a calendar, by range of 15 minutes, 30 minutes, 1 hour, half day or day.

■ Calendar Functions

You asked for it and here it is! When entering a date in all windows, you now have an integrated calendar that also indicates the days and allow for fast and efficient date entry.

■ New Drill-Down Functions

- Makes Sirius Pro even easier to use than before!
- Everywhere you see a transaction summary, double-click on the line, and the transaction is displayed.
- Available in Customer monitor, all inquiry windows, customer and item histories…
- All windows are now interlinked for a fast and efficient access to information.

■ Pricing Information in Calendar

Availability calendar now shows daily price to make it easier to substitute products in quotations or reservations, or to finalize a sale with customers.

■ Improved Links between Windows

The idea here is to allow fast and efficient access to information on different windows. We now link all customer windows (customer database, customer monitor, customer console, customer help window) and all item windows (item database, consult transactions, item help window). ***This link allows you to select a customer or an item on one window, and then select another linked window which will automatically provide the information of that customer (or item) on the new window. Simple, fast, and efficient!***

■ New Inquiry Window

- Consult transactions - put an item on window and see all transactions pertaining to this equipment
- Customer console – put a customer on the window and visualize all current and past transactions of a customer. Finalize quotations when customer inquire about a reservation status or view at a glance the customer behavior, from quotes to reservations to actual contracts (in history)
- Contract console – put a contract on the window and view where it comes from (quotation and reservation) and all invoices pertaining to it.
- ...and with full drill-down functionality!

■ New Operational Reports

In order to facilitate logistics and pre-payment collection, we added the following customer operation reports:

- List of reservations – summary
- List of quotations – summary   It is now possible to group several orders via the User defined field #1 (Truck) in order to facilitate the delivery of several similar orders on the same truck (tables & chairs, for example). This feature is activated in the Branch setting and the new report is:
- Cumulative reservation report

■ Salesman History Report

In order to allow for efficient salesperson activity tracking and provide the tools to calculate commissions, Sirius Pro now offer a complete salesperson tracking system.

- Salesperson is assigned for each customer in the customer file (conditions window)
- Salesperson is assigned to each transaction
    - Delivery window
    - Default to customer's assigned salesperson
- Several sales history invoice reports are now offered
    - Sales per salesclerk – Summary
    - Sales per salesclerk – Summary
    - Sales per salesclerk – Detailed

■ New Sales History report

- By items
    - Item Revenue Summary – Sales
    - Item Revenue Summary – Rentals
    - Serialized Item Revenue – Sales
    - Serialized Item Revenue – Rentals
    - Serialized item profitability
- By customers
    - Customer historical summary
    - Customer historical summary by zip code
    - Sales by customer – Detailed

■ ID-Scan Integration

- The ID-Scan allows you to scan your customer's driver's license. Sirius Pro will take a picture of the license, as well as a close-up of the face, and extracts name and address to fill in the customer's database file.
- Call customer support for more details!

■ Improved Maintenance Management

- In the maintenance window we can now enter the meter at last maintenance and a new report, Repair History by Item, is now available.
- With these new tools, you can monitor past history and plan future preventive maintenance of your equipment.

- **Customer Repair Follow-up**
  - Customer equipment repair can now be monitored. This new feature allow you to maintain the customer's equipment identification (make, model, serial number) on every work order and provide a history of all work performed on this equipment.
  - Perfect to maintain a repair history of your customer's equipment and follow-up warranties.
  - Activate in Branch management and report is available in **Customer History, Repair History by item**.
- **Batch Scanning**
  - In order to facilitate and improve accuracy in transaction processing, you can now "batch scan" products when preparing or returning an order.
  - Please contact customer support to discuss its potential implementation in your corporation.
- **Improved Flexible Pricing**
  - Available in the tool price scheme (price per 1hr, 4hrs, day, week, month…)
  - Allows you to set a specific price list per item per customer
  - This new feature allows you to maintain the same short term pricing and offer a deal on monthly rentals to certain customers, as an example.
  - Special Pricing will be shown on transactions in yellow
  - An interesting alternative to discounting.
- **Lead & Lag Time Management**
  - Between transactions, some equipment may need preparation and dismantle time. In order to allow Sirius Pro to keep enough time between two transactions, you can now activate lead/lag time management and set these delays in the item file (purchase window).
- **Improved Multi-branch Availability**
  - In addition to providing a multi-branch availability window or been able to view each branch in the availability calendar, Sirius Pro now allows you to select multi-branch availability verification. This new feature will verify equipment availability within all branches before warning you of a non-availability.

This facilitates management of closely located multi-branch operations, maintaining efficient availability status without the need to enter stock transfers between branches.

- **Simplified Serialized Inventory Control**
  - Warning when creating a serialized item with a serial number that already exists, in order to facilitate the management of large serialized inventory.
- **Improved Item Import Function**
  - The item import function now allows for the import of UPC’s and selling price
  - An alternative to automatic price calculation
  - Sirius Pro already offered the import of items, description, costs, with suppliers and categories set in bulk. A perfect tool for automatically managing parts and supplies.
  - This system is an add-on module (Optional).
- **New Sale Pricing Scheme**
  - You can now manage multiple decimals on your sale price.
  - Allows for easy management of gas sales, as an example (3 decimals).
  - Sirius Pro now uses the amount of decimals set in Windows for prices.
- **New Forms**
  - Development of 25 new customer form layouts
  - Sirius Pro now offers over 100 form layouts and you can select different ones per station and per function (delivery slip, reservation…). How flexible!
- **Customers’ Birthday**
  - New birthday management that will notify you of a customer’s birthday when they come to your store. Helps add a personal touch to your service!
- **Multi-currency Management**

Do you deal with another country? This advanced feature will allow you to maintain your price list in one main currency and invoice in another, for certain contracts. Payments are received in any of the two currencies and gain and loss on exchange rates are calculated and accounted for automatically.

- **Credit card processing**

You can now scan and manually edit a customer’s credit card when creating or editing a transaction. This adds another layer of security to your rentals.

- **Improved exception messages**

When entering a transaction with a null period.

- **Email distribution of customer statements**

You can now define the method of statement delivery, in the conditions window, for each customer.

  - Options are printed (mailed) or emailed.
  - Selecting the latter will automatically send the customer’s statement via email (PDF file sent via Microsoft Outlook) when generating the statement’s batch.
  - You could save up to $1 per statement per month with this feature!

- **Improved Maintenance Features**
  - Transaction and work table verification are now grouped for complete and proper verification in case of power failure during daily data entry.

- **Enhanced history performances**
  - You can now maintain a history of 1 Gigabyte, allowing for keeping at hand decades of historical information. No need to purge or archive!

- **Pre-numbered Form Management**

In some countries, delivery slips and invoices are pre-numbered. This demands the integration of these reference numbers in all accounting and accounts receivable windows. This is now completely supported by Sirius.

- **Improved Accounting Exports**
  - We can now export invoices to Acomba, in order to manage accounts receivable in that system
  - Vendor is now exported to QuickBooks, in order to easily manage tax reports and check emission.

Conventions Used in the Documentation

When reading the User Guide, it's important to understand the symbol and formatting conventions used in the documentation. The following conventions are used in the Guide.

■	Indicates the start of step-by-step instructions. All step-by-step instructions are numbered so the steps needed to complete a task are easily identifiable.
◆	The diamond indicates the first-level of sub-steps in a procedure.
♦	The plus-sign indicates the second-level of sub-steps in a procedure.
•	Bullets are used to specify lists.
Boldface type	All references to the names of menus, fields, buttons and icons are in boldface type. For example: "Click the **Modify** button, or click **OK**.
" "	Quotation marks indicate an action you must perform. For example: In the **Language** field, select the Suppliers preferred language—"English", "French" or "Other".
Italicized type	Italicized type indicates a cross-reference to other material in the Guide.
ALL CAPITALS	Window and Dialog boxes are capitalized.
📌	The tack icon indicates special information in the form of notes and reminders.
❗	The exclamation mark icon indicates Important information and warnings.
💡	The lightbulb icon indicates tips on how to perform a task or action.

Contacting Us

If you encounter a problem while using the software, you can contact us to get the help you require.

Telephone: (514) 484-9661

Toll Free: 1-877-755-2012

Fax: (514) 484-1339

E-mail: support@orion-soft.com

Address:

6000 Côte-des-Neiges Suite 240
Montreal, Quebec
H3S 1Z8
Canada

Chapter 2

Installing Sirius

This chapter shows you how to install Sirius on a network Server, workstation and standalone PC.

Here’s what you’ll find in this chapter.

- Standalone Installations and Network Installations
- Upgrading Sirius from an Earlier Version
- Checking Workstation and Server Requirements
- Performing Pre-Installation or Upgrade Procedures
- Installing Sirius on a Standalone Workstation
- Installing Sirius on a Network Server
- Installing Sirius on Client Workstations
- Granting Network Access to Sirius
- Borland Database Engine Setup
- Setting up the Sirius Database
- Upgrading Sirius on a Standalone PC
- Upgrading Sirius on a Network
- Performing Post-Installation Procedures

Checking Workstation and Server Requirements

Before installing Sirius, make sure you have the software and hardware you need to use the application. The following are required:

- Pentium II 400 MHz PC computer with a CD-ROM drive
- Monitor with 640 x 480 video resolution with 16-bit color display (or higher)
- 64 megabytes of RAM
- Operating Systems:
    - Windows 95
    - Windows 98
    - Windows ME
    - Windows NT (Server & Station)
    - Windows 2000 (Server & Professional)
    - Windows XP
    - Windows Vista
- Network Setup:
    - Use only the TCP / IP protocol Deactivate the other protocols (NetBeui, IPX / SPX)
    - Use fixed addresses : 192,168,0.xx (xx = 1,2,3, …)
    - Mask : 255.255.255.0
    - If using a Novell server, please contact us for your setup.
    - Windows registry: In order to assure the proper working of your software, you must run a program to update your Windows registry on all computers (server and stations) running under the following operating systems : NT / 2000 / XP You will find this program on your installation CD :

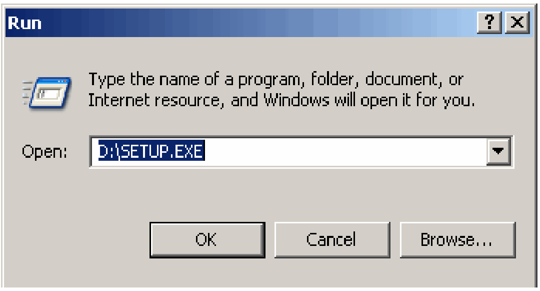
Sirius is not available for Windows® 3.1 and Macintosh operating systems.

Installing Sirius on a Network Server

1 Insert the Sirius CD in the CD-ROM drive.

2 Choose **Windows Start > Run**.

The RUN dialog box will appear displaying SETUP.EXE in the Open box.



Run

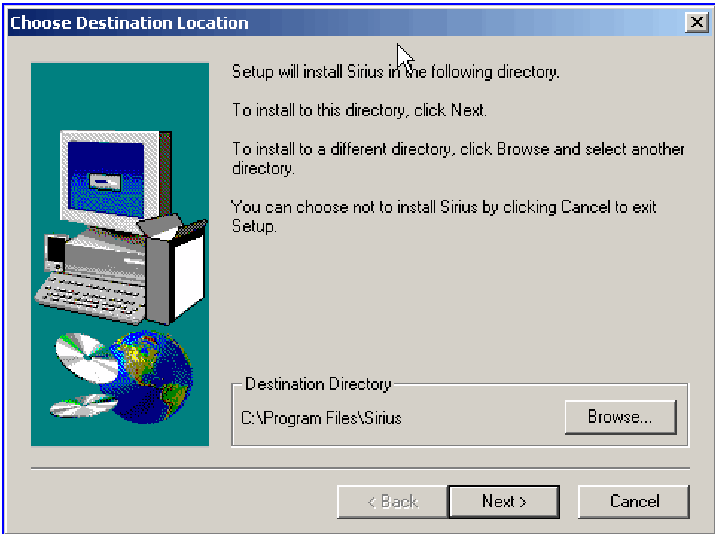
Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.

Open: D:\SETUP.EXE

IMPORTANT: *Your first installation must be done on the server.*

3 Click **OK**.

The CHOOSE DESTINATION WINDOW will appear.



Choose Destination Location

Setup will install Sirius in the following directory.

To install to this directory, click Next.

To install to a different directory, click Browse and select another directory.

You can choose not to install Sirius by clicking Cancel to exit Setup.

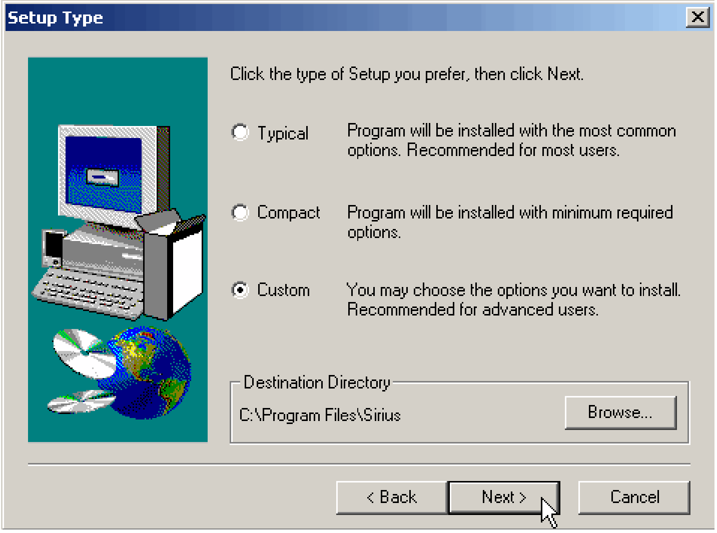
Destination Directory

C:\Program Files\Sirius

4 Accept the default Destination Directory: **C:\Program Files\Sirius**, or, if you wish to install to a different folder, click the **Browse** button and select another folder.

5 Click **Next**.

The SETUPTYPE window will appear.



Click the type of Setup you prefer, then click Next.

○ Typical — Program will be installed with the most common options. Recommended for most users.

○ Compact — Program will be installed with minimum required options.

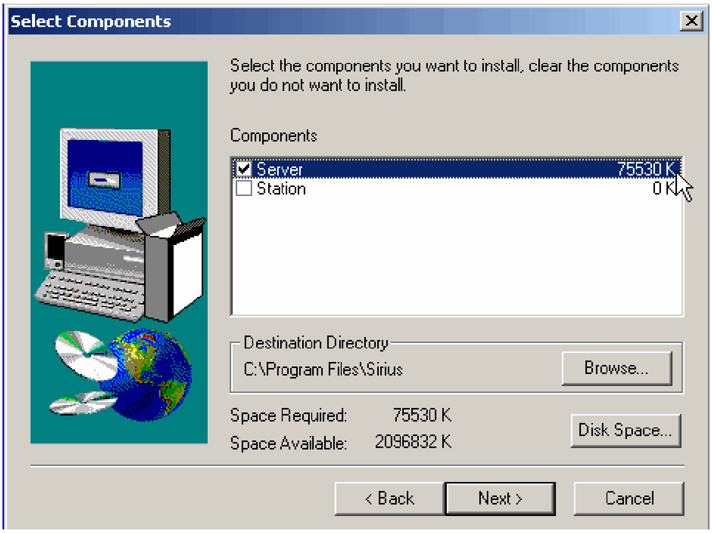
● Custom — You may choose the options you want to install. Recommended for advanced users.

Destination Directory: C:\Program Files\Sirius

6 Click **Custom** and then click **Next**.

The SELECT COMPONENTS window will appear.

*To return to a previous window, just click on the **Back** button. To exit the installation, click **Cancel**.*



Select the components you want to install, clear the components you do not want to install.

Components

☑ Server 75530 K
☐ Station 0 K

Destination Directory: C:\Program Files\Sirius

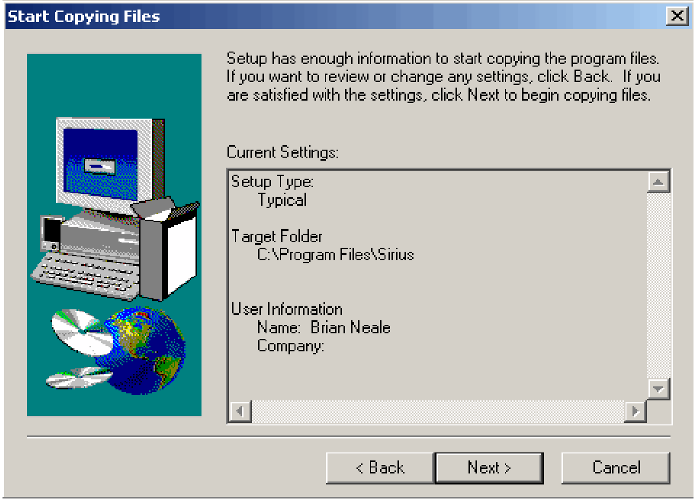
Space Required: 75530 K
Space Available: 2096832 K

7 Do the following:

- Leave the box beside **Server** checked.
- Click the box beside **Station** to remove the check mark.

8 Click **Next.** The START COPYING FILES window will appear.

The server must be checked to run Sirius from the server. Do not check both boxes simultaneously.



Setup has enough information to start copying the program files. If you want to review or change any settings, click Back. If you are satisfied with the settings, click Next to begin copying files.

Current Settings:

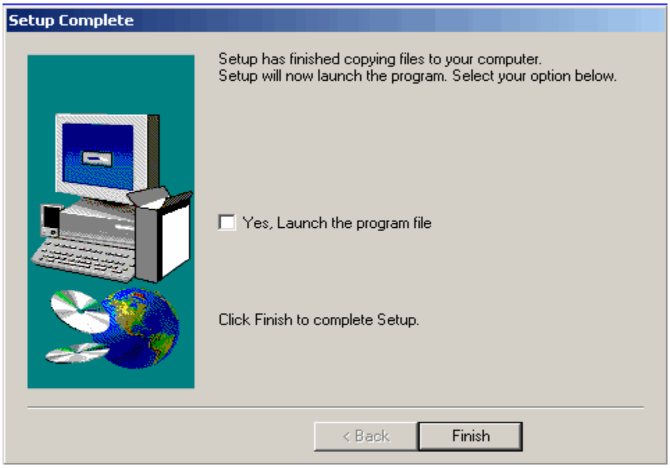
Setup Type:
Typical

Target Folder
C:\Program Files\Sirius

User Information
Name: Brian Neale
Company:

9 Click **Next**.

The install program will begin copying files. Once finished, the SETUP COMPLETE window appears.



Setup has finished copying files to your computer.
Setup will now launch the program. Select your option below.

☐ Yes, Launch the program file

Click Finish to complete Setup.

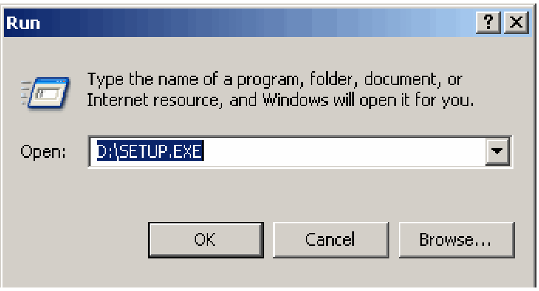
10 Click **Finish** to complete the installation.

Installing Sirius on Client Workstations

1 Insert the Sirius CD in the CD-ROM drive.

2 Choose **Windows Start > Run**.

The RUN dialog box will appear displaying SETUP.EXE in the Open box.



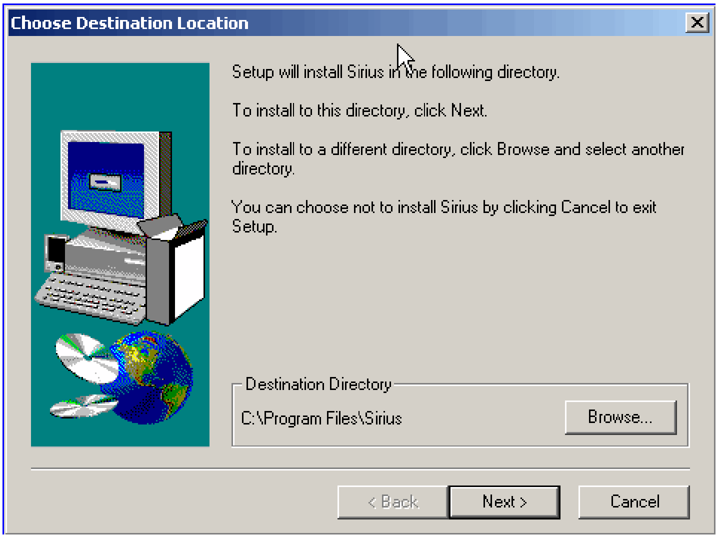
Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.

Open: D:\SETUP.EXE

IMPORTANT: *Your first installation must be done on the server.*

3 Click **OK**.

The CHOOSE DESTINATION window will appear.



Setup will install Sirius in the following directory.

To install to this directory, click Next.

To install to a different directory, click Browse and select another directory.

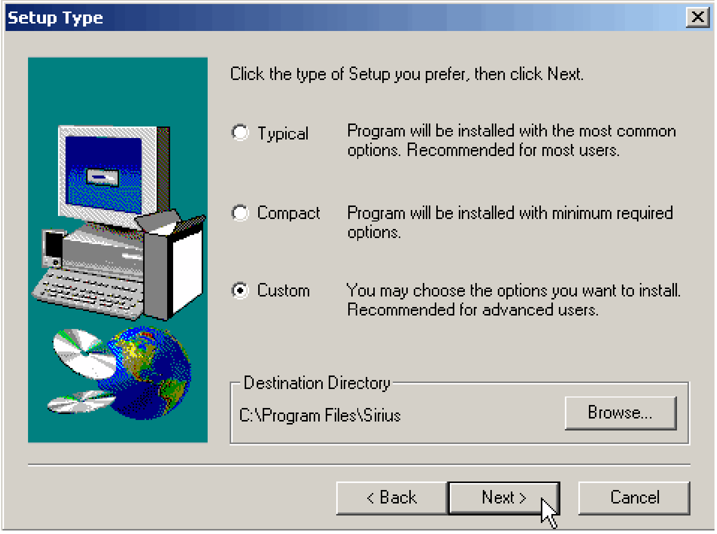
You can choose not to install Sirius by clicking Cancel to exit Setup.

Destination Directory: C:\Program Files\Sirius

4 Accept the default Destination Directory: **C:\Program Files\Sirius**, or, if you wish to install to a different folder, click the **Browse** button and select another folder.

5 Click **Next**.

The SETUP TYPE window will appear.



Setup Type

Click the type of Setup you prefer, then click Next.

○ Typical — Program will be installed with the most common options. Recommended for most users.

○ Compact — Program will be installed with minimum required options.

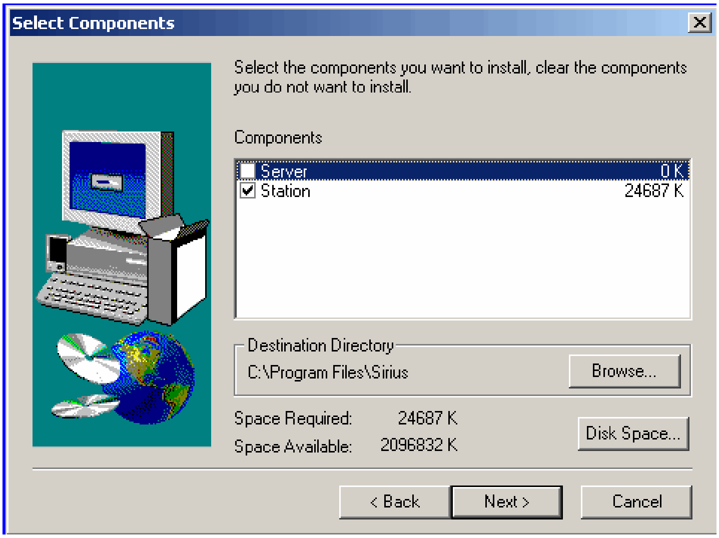
● Custom — You may choose the options you want to install. Recommended for advanced users.

Destination Directory: C:\Program Files\Sirius

*To return to a previous window, just click on the **Back** button. To exit the installation, click **Cancel**.*

6 Click **Custom** and then click **Next**.

The SELECT COMPONENTS window will appear.



Select Components

Select the components you want to install, clear the components you do not want to install.

Components

☐ Server 0 K
☑ Station 24687 K

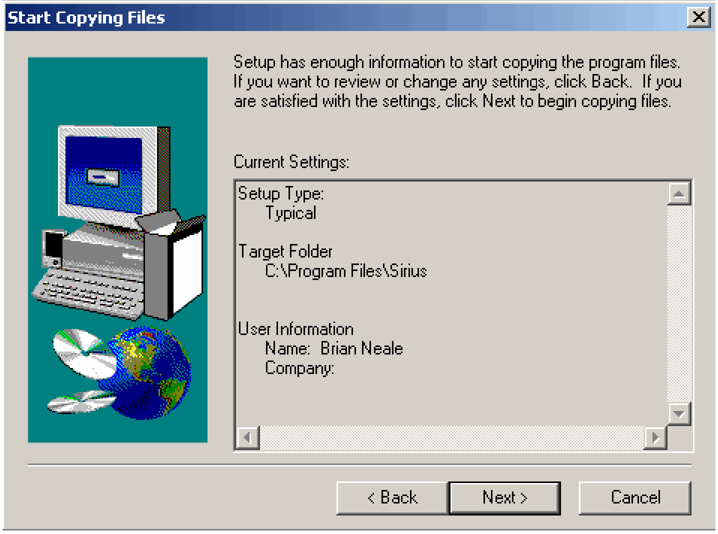
Destination Directory: C:\Program Files\Sirius

Space Required: 24687 K
Space Available: 2096832 K

7 Do the following:

- Leave the box beside **Station** checked.
- Click the box beside **Server** to remove the check mark.

8 Click **Next.** The START COPYING FILES window will appear.



Setup has enough information to start copying the program files. If you want to review or change any settings, click Back. If you are satisfied with the settings, click Next to begin copying files.

Current Settings:

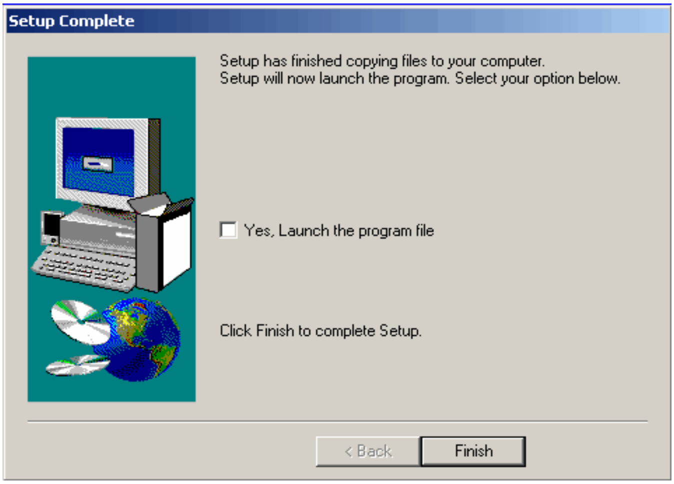
Setup Type:
Typical

Target Folder
C:\Program Files\Sirius

User Information
Name: Brian Neale
Company:

9 Click **Next**.

The install program will begin copying files. Once finished, the SETUP COMPLETE window appears.



Setup has finished copying files to your computer.
Setup will now launch the program. Select your option below.

☐ Yes, Launch the program file

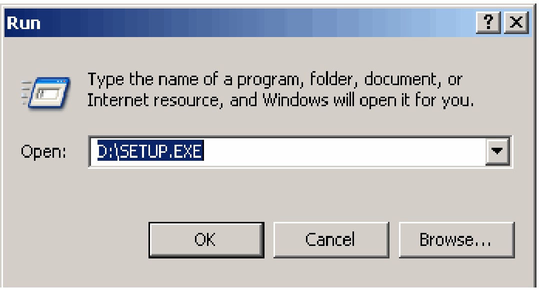
Click Finish to complete Setup.

10 Click **Finish** to complete the installation.

Installing Sirius on a Standalone PC

1. From the Windows desktop make sure all open programs are closed.
2. Insert the Sirius CD in the CD-ROM drive.
3. Choose **Windows Start > Run**.

   The RUN dialog box will appear displaying SETUP.EXE in the Open box.

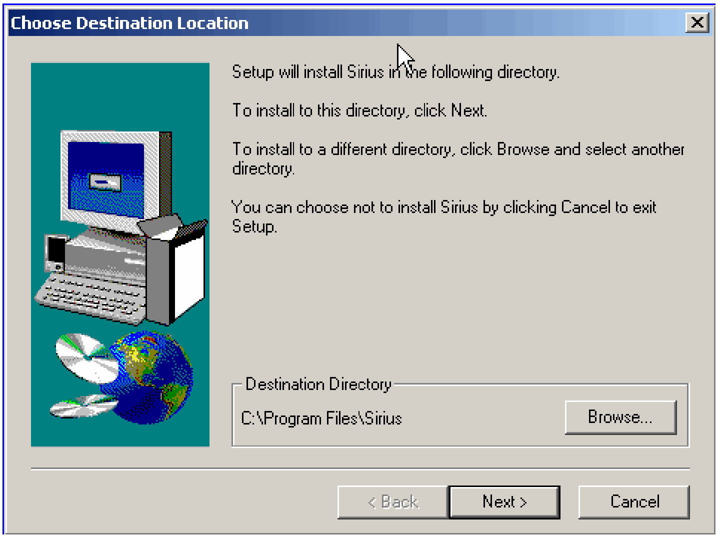


Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.

Open: D:\SETUP.EXE

4. Click **OK**.

   The CHOOSE DESTINATION window will appear.



Setup will install Sirius in the following directory.

To install to this directory, click Next.

To install to a different directory, click Browse and select another directory.

You can choose not to install Sirius by clicking Cancel to exit Setup.

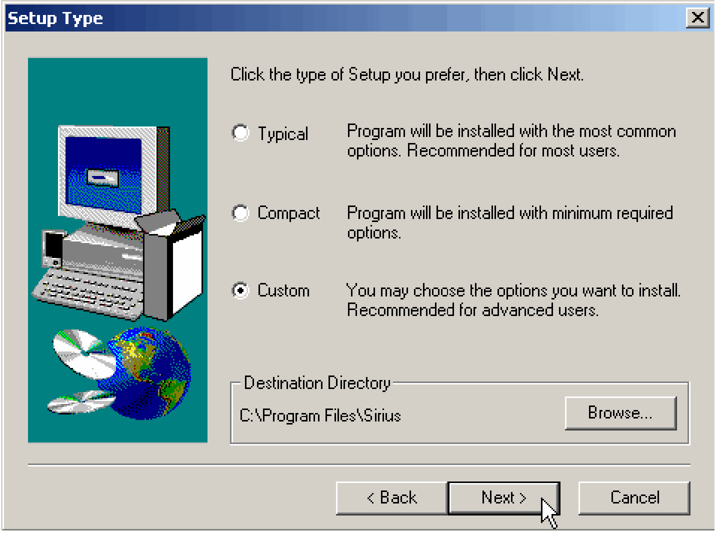
Destination Directory

C:\Program Files\Sirius

5 Accept the default Destination Directory: **C:\Program Files\Sirius**, or, if you wish to install to a different folder, click the **Browse** button and select another folder.

Click **Next**. The SETUP TYPE window will appear.

*To return to a previous window, just click on the **Back** button. To exit the installation, click **Cancel**.*



Click the type of Setup you prefer, then click Next.

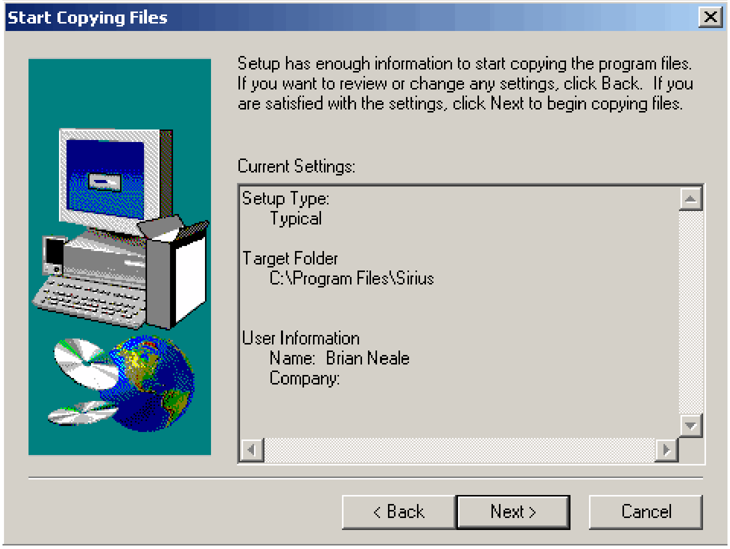
○ Typical — Program will be installed with the most common options. Recommended for most users.

○ Compact — Program will be installed with minimum required options.

● Custom — You may choose the options you want to install. Recommended for advanced users.

Destination Directory
C:\Program Files\Sirius

6 Leave Typical selected and then click **Next**. The START COPYING FILES window will appear.



Setup has enough information to start copying the program files. If you want to review or change any settings, click Back. If you are satisfied with the settings, click Next to begin copying files.

Current Settings:

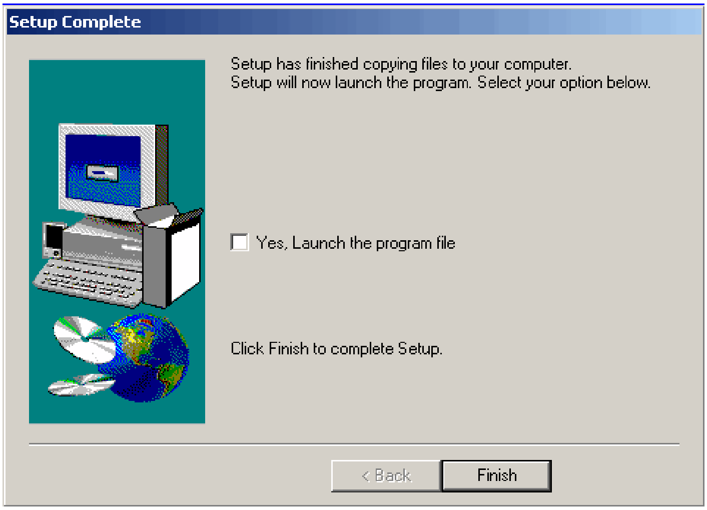
```
Setup Type:
     Typical

Target Folder
     C:\Program Files\Sirius


User Information
     Name:  Brian Neale
     Company:
```

7 Click **Next**.

The install program will begin copying files. Once finished, the SETUP COMPLETE window appears.



Setup has finished copying files to your computer.
Setup will now launch the program. Select your option below.

☐ Yes, Launch the program file

Click Finish to complete Setup.

8 Click **Finish** to complete the installation.

Granting Network Access to Sirius

In order to be able to use Sirius, each one of your users needs to have full access to the Sirius folder on your network.

■ To Grant Network Access to Sirius:

1. On your server, right click on the Sirius folder and select **Properties**. Select **Sharing** from the menu.
2. Click on **Share As** and enter "Sirius: " as the share name.
3. In the access type, select **Full Access**.
4. Do not enter any password. Everyone needs full access without a password.
5. If you’re running on Windows NT, you ’ll also need to specify the users that will have access to this shared folder. Select **Everyone**, or ask your network administrator to add all the necessary users to the list.

Borland Database Engine Setup

This step will configure the access to your database and must be done on every computer that will be using Sirius (including the server). *** The process is exactly the same for each computer.

■ To open the Borland Database Engine (BDE):

1 Click on your START button.

2 Click on SETTINGS.

3 Click on CONTROL PANNEL.

4 Double-click on the BDE ADMINISTRATOR icon.

5 Click on the DATABASES tab.

6 If you see a plus sign (+) on the left of Databases, click on it to expand it.

7 Click on **Conversion**. This must be a single left-click on the word Conversion.

8 Click on the box to the right of Path and enter the location of the Conversion folder located on your server. Use the full network path as the example.

9 Click on Locatout so that it is highlighted.This must be a single left-click on the word **Locatout**.

10 Click on the box to the right of Path and enter the location of the Data folder located on your server.Use the same format as in the example.

11 Click on Sirius so that it is highlighted.This must be a single left-click on the word **Sirius**.

12 Click on the box to the right of Path and enter the location of the Data folder located on your server.Use the same format as the example.

13 Click on the Configuration tab.

14 If you see a plus (+) sign to the left of Configuration, click on it to expand it.

15 Click on the plus (+) sign to the left of Drivers.

16 Click on the plus (+) sign to the left of Native.

17 Click on Paradox so that it is highlighted. You must do a single left-click on the word **Paradox**.

18 Click in the box to the right of **Net Dir** and enter the path leading to the **Locks** folder located onyour server. Use the full network path as the example.

19 If you see a plus (+) sign to the left of SYSTEM, click on it to expand it.

20 Click on INIT so that it is highlighted.You must do a single left-click on the word **INIT**.

21 Click in the box to the right of **Local Share** and select **True** using the arrow.

22 Close the BDE window using the **x** located in the top right corner or by selecting Object and than Exit in the menu.

23 You will get a first **Warning** window**,** answer **Yes** to the question asking if you want to save.

24 In the second **Warning** window, just answer **YES**.

Setting Up the Sirius Database

In this part of the installation, we'll setup the database files of your software. This will ensure that you are working with the proper file structure and that the paths are correctly identified.

This setup does not need to be done on every computer. You can do it from any computer that has an unrestricted access to the Sirius folder located on your Server.

■ To Set Up the Database:

1 Open the **Sirius** folder located on your Server.

2 Open the **Util** folder and the Double-click on **DBD32.exe** icon.

3 From the Database Desktop menu, click on **File** and then on **Working Directory**.

4 In the **Working Directory** field, enter the path to your **Data** folder, as you did in the setup of the **BDE Administrator**.

5 Click on the **OK** button. This button will only be available once a valid path has been entered in the **Working Directory** field.

6 Click on **File**, **Open** and **Table**.

7 Find the file called **DChemin** then click on **Open**.

8 Click on the **Edit Data** button located on the top of the window.

9 Go to the **CSuccPath** field and replace the information with the path to your **Data** file as you did in the setup of the **BDE Administrator**.

10 Click on **File**, **Open** and **Table**.

11 Find the file called **DSucc** then click on **Open**.

12 Click on the **Edit Data** button located on the top of the window.

13 Go to the **CSuccPath** field and replace the information with the path to your **Data** file as you did in the setup of the **BDE Administrator**.

14 Open the **Sirius** folder located on your Server.

15 Open the **Util** folder.

The Edit Data button looks like a pencil located on the toolbar.

16 Open the **UpdateTables** located on the **Utlil** folder.

17 Double-click on the **UpdateTables.exe** icon.

18 Click on the **Update** button.

19 When you get the **Operation Completed** message, click on the **OK** button.

Chapter 3

Starting Sirius

This chapter introduces you to User levels and shows you how to start Sirius for the first time. Instructions for changing User IDs, Passwords and Language are also included.

Here's what you'll find in this chapter:

- Obtaining a Key Number
- Starting Sirius for the First Time
- Viewing the Sirius Main Window
- Changing Your User ID
- Changing Your Password
- Changing the Language Settings
- Quitting Sirius

Obtaining a Key Number

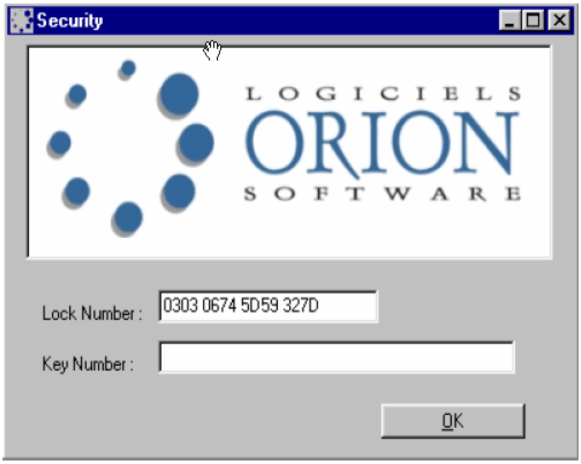
The first time you start Sirius, you'll be required to obtain a Key Number which is used to unlock the application.

■ To Obtain a Key Number:

1 Choose one of the following methods to open Sirius:

- Choose **Windows Start > All Programs >Sirius**.
- Double-click the Sirius icon on your desktop.

The SECURITY dialog box will appear.



Lock Number : 0303 0674 5D59 327D

Key Number :

2 To activate Sirius, you'll need to obtain a Key Number that matches the Lock Number shown. Call Orion Software at **(877) 755-2012**, Monday to Friday, between 9:00 A.M. and 5:00 P.M. E.S.T.

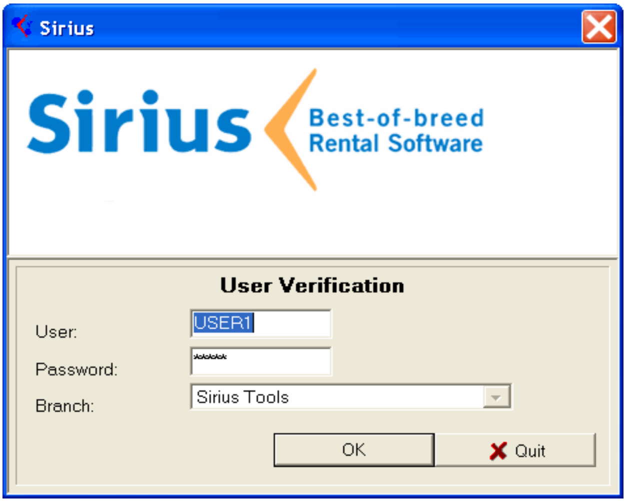
3 Once you've obtained the Key Number, type it in the **Key Number** field and click **OK**. See *Starting Sirius for the First Time on page 34*.

Starting Sirius for the First Time

1 Choose one of the following methods to open Sirius:

- Choose **Windows Start > All Programs >Sirius**.
- Double-click the Sirius icon on your desktop.

The USER VERIFICATION dialog box will appear.



User Verification

User: USER1

Password: *****

Branch: Sirius Tools

2 In the **User** field, type "USER1".

3 In the **Password** field, type "Orion".

4 Click **OK**.

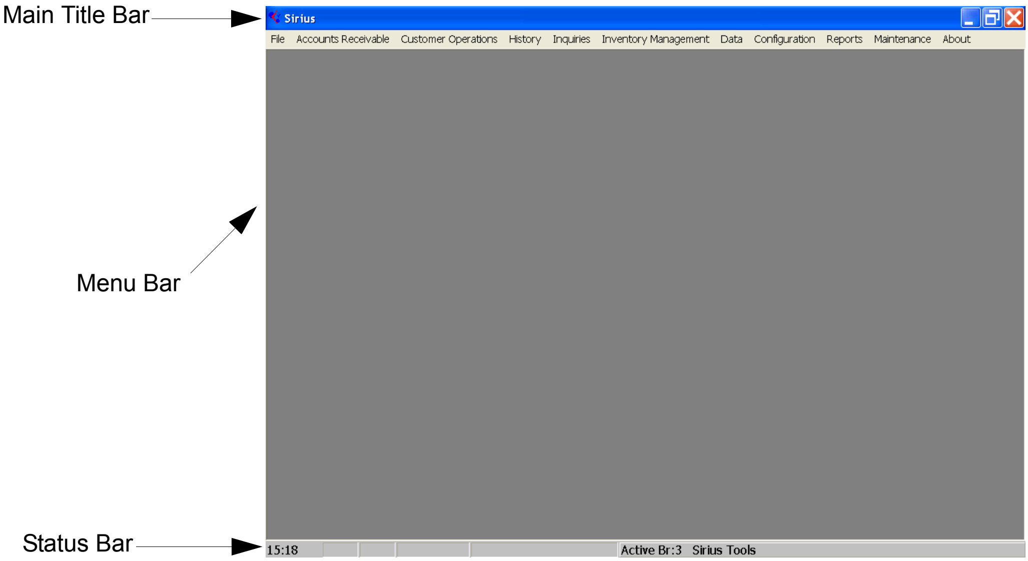
The MAIN window will appear. See *“Viewing the Sirius Main Window” on page 35*.

See also *"Creating User IDs" on page 65"*.

If you’re a multi-branch organization, you can select the applicable Branch once you’ve set these up in Sirius. See "Appendix A - Branch Configuration"

Viewing the Sirius Main Window

The Main window contains the menus used to perform all of your tasks. Take a moment to familiarize yourself with the window and then review the descriptions that follow.


Main Title Bar
Menu Bar
Status Bar
Sirius
File
Accounts Receivable
Customer Operations
History
Inquiries
Inventory Management
Data
Configuration
Reports
Maintenance
About
15:18
Active Br:3
Sirius Tools

Main Title Bar

The main title bar displays the name "Sirius". It also contains the standard Minimize, Maximize and Close buttons found in all Windows-based applications.

Menu Bar

The menu bar contains pull-down menus for each Sirius module. The menus contain commands that are used to perform different module tasks.

- To open a menu, click the menu title.
- To start a command, click the command in the pull-down menu. If a command is followed by a black arrow (**>**), that command contains additional menu selections.

Status Bar

The status bar displays the time and the active Branch (for multi-branch organizations).

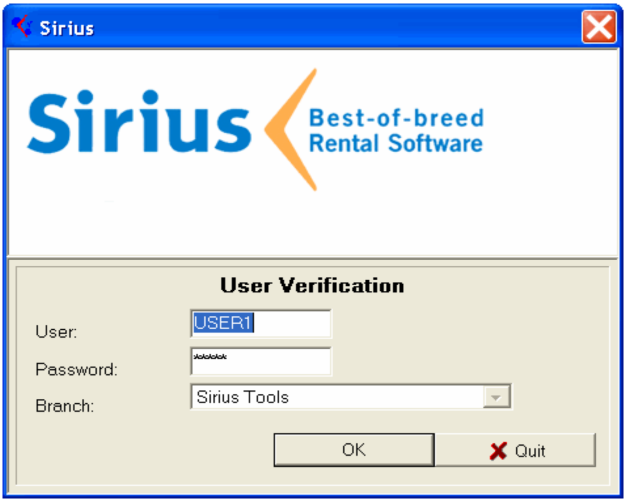
Changing Your User ID

When using Sirius for the first time, you should use USER1 (2,3,4) to access the program. For reduced user rights, you may also use S1 (2,3,4) or M1 (2,3,4). Each user level has its own access to screens and menus. You should try them out to get familiar with each of them.

■ To Change User ID:

1 Choose **Change user** from the **File** menu.

The USER VERIFICATION dialog box will appear.



User Verification

User: USER1

Password: ******

Branch: Sirius Tools

2 In the **User** field, type a another "User ID".

3 In the **Password** field, type "Orion". See *"Changing Your Password" on page 37*.

4 Click **OK**.

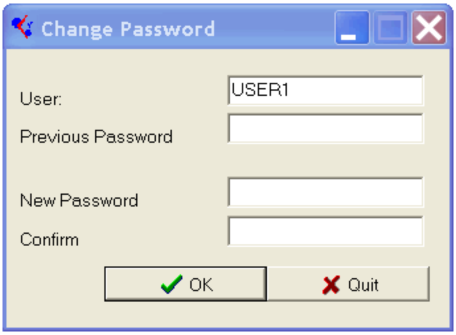
Changing Your Password

You can change your password at anytime, but for security reasons we recommend you change it immediately after starting Sirius for the first time.

■ To Change Your Password:

1 Choose **Change password** from the **File** menu.

The CHANGE PASSWORD dialog box appears.



User: USER1

2 In the **Previous Password** field, type your current password.

3 In the **New Password** field, type a new password.

4 In the **Confirm** field, retype your new password.

5 Click **OK**.

Changing the Language Setting

You can change the language used when working within the Sirius application.

■ To Change the Language:

1 Choose **Lanugage** from the **File** menu.

2 Choose one of the following:

- "Francais" - French
- "English" - English
- "Espanol" - Spanish

Quitting Sirius

1. Choose **Quit** from the **File** menu.

   A message will appear, stating "Quit Sirius?"

2. Click **OK**.

Chapter 4
Configuring Sirius

This chapter shows you how to set up your basic configuration information for use in Sirius. For instructions on how to configure each of your branches, See "Appendix A - Branch Configuration".

Here’s what you’ll find in this chapter:

- General System Configuration
- Taxes
- Price Groups
- Customer Configuration
- Item Configuration and Depreciation
- User ID Configuration

General System Configuration

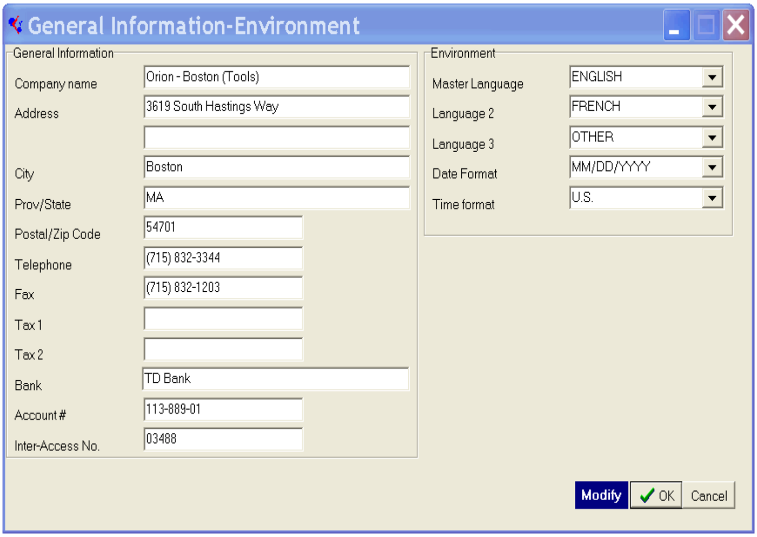
Entering General Company Information

You can add general information about your company such as name, address, bank accounts, date format and the language(s) you use to conduct your business.

■ To Enter General Company Information:

1 Choose **Branches - General Information Environment** from the **Configuration** menu.

The GENERAL INFORMATION - ENVIRONMENT window will appear.



General Information-Environment

General Information

Company name	Orion - Boston (Tools)
Address	3619 South Hastings Way
City	Boston
Prov/State	MA
Postal/Zip Code	54701
Telephone	(715) 832-3344
Fax	(715) 832-1203
Tax 1	
Tax 2	
Bank	TD Bank
Account #	113-889-01
Inter-Access No.	03488

Environment

Master Language	ENGLISH
Language 2	FRENCH
Language 3	OTHER
Date Format	MM/DD/YYYY
Time format	U.S.

2 Click **Modify**.

3 Move through the fields and enter the information for your company and each branch location.

A description of each field is shown on the following page.

4 Once you've finished, click **OK**

5 Click **Quit**.

General Information

Company Name	The legal name of your company
Address	Enter the primary address for your company including telephone and fax numbers.
Tax 1 and Tax 2	Enter any tax numbers assigned to your company by the tax authorities. The numbers you enter in these fields will appear on the invoices generated in Sirius.
Bank	The name of the bank with whom your company or branch conducts their financial transactions. This information is used when printing your deposit slip in Sirius.
Account #	Bank account number.
Inter-Access No.	A unique number that identifies the bank and branch.

Environment

Master Language	Enter the primary language you want to use in Sirius—English, French or Other.
Language 2	Enter a second preferred language. This is the language that will be used when you complete the Comments 2 tab on ITEM MANAGEMENT window.
Language 3	Enter a third preferred language.This language that will be used when you complete the Comments 3 tab on the ITEM MANAGEMENT window.
Date Format	Specify the date format you wish to use in Sirius.
Time Format	Leave the "U.S" format (5:00 PM) selected, or click and select the International time format (1700 hrs).

You must select a different language for each of the three language fields shown, even if you intend to use only one language.
The language specified in the Master Language, Language 2 and Language 3 fields will be used when entering comments on the Comments 1, 2 and 3 tabs in Item Management. See “Comments Tab” on page 63.

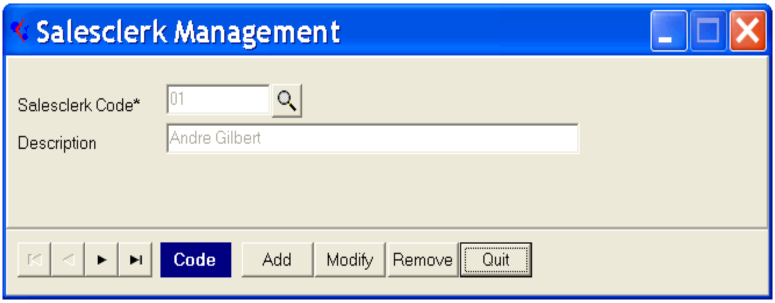
Adding Salesclerks

Salesclerks are employees who are responsible for processing client operations (rental contracts or sales invoices) within the Sirius software.

To Add a Salesclerk:

1. Choose **Salesclerks** from the **Configuration** menu.

   The SALESCLERK MANAGEMENT window will appear.



Salesclerk Management

Salesclerk Code* 01

Description Andre Gilbert

2. Click **Add**.
3. In the **Salesclerk Code** field, type a unique code for the Salesclerk you are adding.

   The Salesclerk Code can contain alpha characters, numeric characters or a combination of both.
4. In the **Description** field, type the Salesclerk's name.
5. Click **OK**.
6. Click **Quit**.

It is recommended that you use numeric codes (rather than alpha) to avoid duplication.

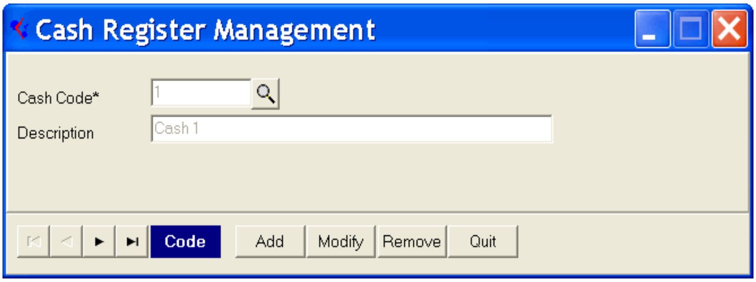
Creating Cash Registers

Registers are cash registers or cash drawers that are used by salesclerks to process sales and deposit money.

■ To Create Cash Registers:

1 Choose Cash **Register** from the **Configuration** menu.

The CASH REGISTER MANAGEMENT window will appear.



Cash Code* 1

Description Cash 1

You must create at least one Cash Register before you can operate Sirius.

A different Cash Register must be created for each cash drawer. This will help you balance each drawer individually at the end of the day.

2 Click **Add**.

If you do not want your Salesclerks selecting the Cash Register everytime they process a transaction, leave or create a Cash Register called Cash Code "1". Sirius will automatically use this Cash Register as the default and will not prompt your Salesclerks to select a Cash Register.

3 In the **Cash Register Code** field, type a unique code for the Cash Register you are creating. "Cash 1" is the default.

The code can contain alpha characters, numeric characters or a combination of both.

4 In the **Description** field, type the name assigned to the register or it’s location.

5 Click **OK**.

6 Click **Quit**.

Configuring GL Accounts in Sirius

You must define some of your General Ledger accounts in Sirius to ensure that your daily transactions are properly processed for accounting purposes.

List of Accounts

Here is the list of accounts that should exist in Sirius:

Assets

Collect - Cash
Collect - Check
Collect - Master Card
Collect - Visa
Collect - American Express
Collect - Debit Direct
Accounts Receivable
Accumulated Depreciation
Inter-company Transfer (if you operate in multi-branch mode)

You do not have to enter all of your General Ledger accounts, only those that would likely be affected by any transaction processed in Sirius.

Liabilities

Customer Deposits
G.S.T. on Sales (Canada only)
P.S.T. on Sales (Canada only)

Revenues

Rental Revenue
Damage Waiver
Rental Discount
Supplies Sales
Disposal Revenue – Equipment
Shipping Revenue
Cleaning Revenue
Sales Revenue – New Equipment
Interest Revenue
Sales Discount
Labor Revenue
Payment Discount

Expenses

Depreciation – Equipment
Bad Debts

GL Numbering System

Your GL account numbering system must consist of at least four numbers. This allows for enough space between each account to insert new ones should the need arise.

Here is a possible example of structure for your chart of accounts:

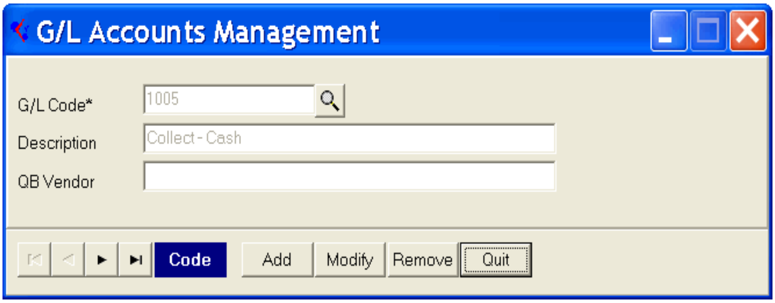
Assets	1xxx
Liabilities	2xxx
Capital	3xxx
Revenue	4xxx
COGS	5xxx
Other Expenses	6xxx

It is also recommended that you use a different Ledger for each type of revenue. This will highlight the profitability for each type of activity

■ To Configure GL Accounts in Sirius:

1 Choose **G/L Accounts** from the **Configuration** menu.

The G/L ACCOUNTS MANAGEMENT window will appear.



G/L Code* 1005
Description Collect - Cash
QB Vendor

2 Click **Add**.

If you'll be exporting entries from Sirius to an accounting application such as QuickBooks, make sure the G/L Description you use in Sirius is the same as the ones you entered in your accounting software.

3. In the **G/L Code** field, type the code for the General Ledger Account you are defining.
4. In the **Description** field, type the name of the General Ledger Account.
5. Click **OK**.
6. Click **Quit**.

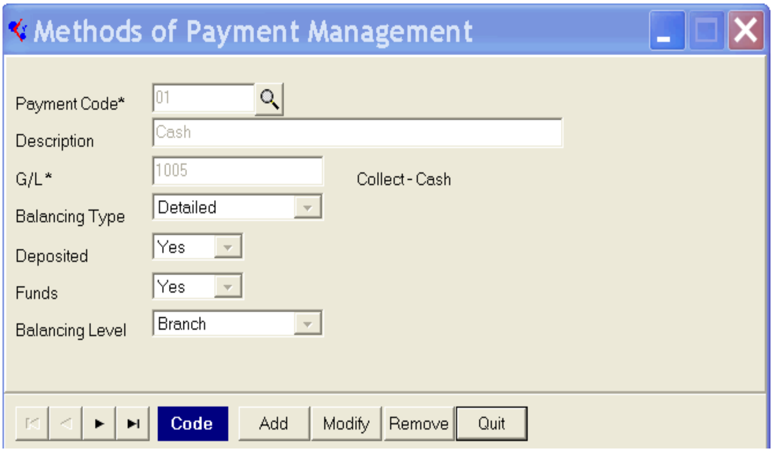
Setting Up Methods of Payment

Sirius allows you to set up the method of payments you will accept when processing rental and sales transactions.

■ To Set Up a Method of Payment:

1 Choose **Methods of Payment** from the **Configuration** Menu.

The METHODS OF PAYMENT window will appear.



Payment Code* 01
Description Cash
G/L* 1005 Collect - Cash
Balancing Type Detailed
Deposited Yes
Funds Yes
Balancing Level Branch

For each method of payment you set up you must create a corresponding G/L account. See “Configuring GL Accounts in Sirius” on page 45. Important for bank reconciliation at the end of the month.

2 In the **Payment Code** field, type a unique code to distinguish between methods of payment.

3 In the **Description** field, type a description of the method of payment, e.g. Visa, MasterCard, etc.

Cash Balancing allows you to keep a detailed account of monies collected for each method of payment. You can then generate a detailed Cash Balancing report and compare the amounts collected with those that appear on your transactions.

4 In the **G/L** field, either type the G/L code to which the method of payment will be assigned, or click the Sear 🔍 icon and select one from the list.

5 In the **Balancing Type** field, select the type of balancing desired for this method of payment. This information is used when generating detailed cash balancing reports.

- **None:** Keeps separate records of total amounts collected for this method of payment. In the detailed cash balancing report, this method of payment appears in the “Other methods of payment” section. “None” usually designates methods of payment other than cash or check (Credit cards and debit direct).

- **Overall:** As with “None,” “Overall” keeps separate records of total amount collected for this method of payment. In the detailed cash balancing report, this method of payment appears in the first section with the detailed total. “Overall” usually designates payments made by check.

- **Detailed**: Unlike the other two balancing types, this function allows for detailed entries for monies collected. For example, 100$, 50$, 20$, 10$, 5$, 2$, 1$ or Change). The amount entered first appears fully detailed, then is summarized in the overall section where it is added to the totals of the other methods of payment. “Detailed” can be used to designate cash payments.

The amount deposited for each method of payment will appear on the cash balancing report.

6 In the **Deposited** field, do one of the following:
   - Leave "Yes" selected if the amount deposited for the method of payment must be entered.
   - Click the down-arrow button and select "No" if the amount deposited does not need to be entered.

7 In the **Funds** field, do one of the following:
   - Leave "Yes" selected if funds are maintained for this method of payment.
   - Click the down-arrow button and select "No" if the amount deposited does not need to be entered.

8 In the **Balancing Level** field, select one of the following to indicate the level of detail on which the cash balancing will be performed:
   - Branch to balance cash drawers at the Branch level.
   - Cash to balance cash drawers individually.
   - Salesclerk to balance cash drawers by salesclerk.

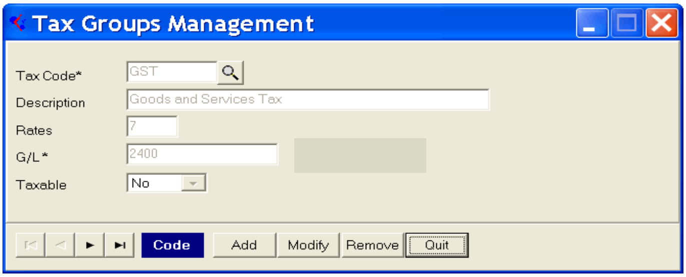
Taxes

Setting Up Tax Groups

You can create Tax Groups within Sirius that will allow you to apply and calculate the various taxes you collect on each sale.

■ To Set Up a Tax Group:

1 Choose **Tax Groups** from the **Configuration** menu.
The TAX GROUPS MANAGEMENT window will appear.



Tax Code* GST
Description Goods and Services Tax
Rates 7
G/L * 2400
Taxable No

For each required tax you must create a G/L liability account that will keep accounting records for the taxes collected on sales that are to be paid to different governments (GST, PST, State and Local taxes).

Setting the tax field to "Yes" will make this tax taxable on another tax (Only applies in Quebec)

2 Click **Add**.

3 In the **Tax Code** field, type a unique code that identifies the tax you are adding.

4 In the **Description** field, type the name of the tax. The description should be short, since it will appear in a limited space on all transaction forms.

5 In the **Rates** field, type the applicable rate percentage.

6 In the **G/L** field select the General Ledger account code to which the tax will be charged:

- If you know the G/L account code to be charged, type it in the field.
- If you do not know the code, click the **Search** 🔍 icon and select one from the list.

Do not include decimal points when entering a percentage in the Rates field. For example, if you were adding the GST rate, you would type "6", not "0.6"

7 In the **Taxable** field, leave "No" selected to indicate that the rates for the Tax Group you are creating is not taxable by another tax. Select "Yes" to set it to be taxable for this Tax Group.

.

8 Click **OK** and then **Quit**.

Price Groups

Creating Price Groups

You can create Price Groups within Sirius that will specify the price a customer will pay to purchase a product, or rent an item (tarification 2 or 3 only). Creating price groups allows you to manage multiple prices lists which can help you stay competitive in a variety of markets.

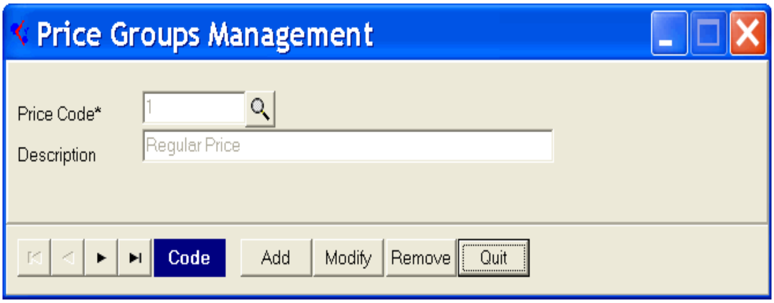
The number of Price Groups you can create corresponds to the number off price levels (1-5) found on the ITEMS MANAGEMENT window. See *“Creating an Item Category” on page 61*.

You must create at least one Price Group and it must be identified as "1" in the Price Code field. Any subsequent groups you add must be numbered "2", "3", "4" and 5, respectively.

■ To Set Up Price Groups:

1 Choose **Price Groups** from the **Configuration** menu.

The PRICE GROUPS MANAGEMENT window will appear.



Price Code* 1

Description Regular Price

2 Click **Add**.

3 In the **Price Code** field, type the applicable code — "1", "2", "3", "4" or "5".

4 In the **Description** field, type a name that identifies the price group.

5 Click **OK**.

6 Click **Quit**.

Entering Surcharge Rates

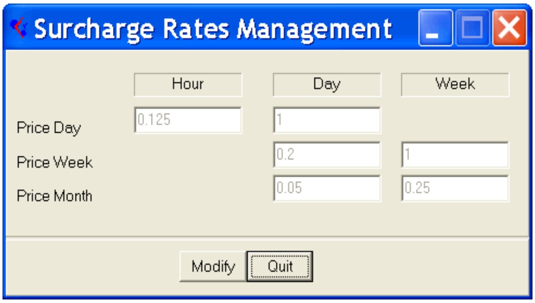
Sirius allows you to enter the surcharge rates that will be charged to the customer for each additional hour, day or week the item is rented.

For example, in the sample window below, Sirius has been set up to charge "0.125" or "1/8th" of the daily rate for each additional hour an item is rented by the customer.

■ To Enter Surcharge Rates:

1. Choose **Surcharge Rates** from the **Configuration** menu.

   The SURCHARGE RATES MANAGEMENT window will appear.



	Hour	Day	Week
Price Day	0.125	1	
Price Week		0.2	1
Price Month		0.05	0.25

2. Click **Modify.**
3. Move through the SURCHARGE RATES MANAGEMENT window and modify the existing rates as follows:
   - In the **Price Day** and **Hour** field, type the fraction of the regular daily rate to be charged to the customer for each additional hour the item is rented.
   - In the **Price Day** and **Day** field, type a fraction of the regular daily rate to be charged to the customer for each additional day the item is rented.
   - In the **Price Week** and **Day** field, type a fraction of the regular weekly rate to be charged to the customer for each additional day the item is rented.
   - In the **Price Week** and **Week** field, type a fraction of the regular weekly rate to be charged to the customer for each additional week the item is rented.

- In the **Price Month** and **Day** field, type a fraction of the regular monthly rate to be charged to the customer for each additional day the item is rented.
- In the **Price Month** and **Week** field, type a fraction of the regular weekly rate to be charged to the customer for each additional week the item is rented.

4. Click **OK**.
5. Click **Quit**.

Customer Configuration

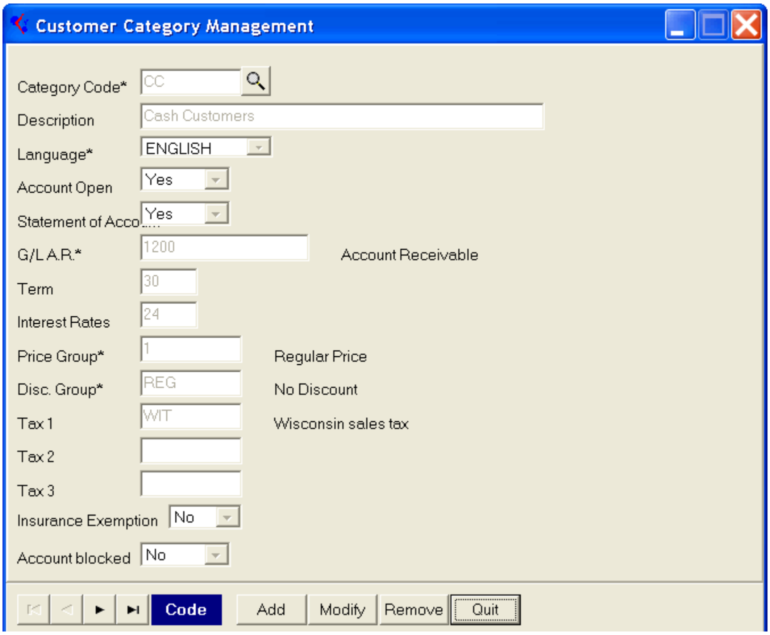
Setting Up Customer Categories

Customer categories are used to group customers who have similar characteristics. For example, you could set up a separate customer category for those customers who are subject to the same tax rules, or for those customers who have open accounts with your company.

■ To Set Up Customer Categories:

1 Choose **Customer Category Management** from the **Configuration** menu.

The CUSTOMER CATEGORY MANAGEMENT window will appear.



Category Code*	CC	
Description	Cash Customers	
Language*	ENGLISH	
Account Open	Yes	
Statement of Acco...	Yes	
G/L A.R.*	1200	Account Receivable
Term	30	
Interest Rates	24	
Price Group*	1	Regular Price
Disc. Group*	REG	No Discount
Tax 1	WIT	Wisconsin sales tax
Tax 2		
Tax 3		
Insurance Exemption	No	
Account blocked	No	

2 Click **Add**.

3 In the **Category Code** field, type a unique code that identifies the customer category you are adding.

4. In the **Description** field, type a name that describes the category of customers you are adding. For example, Cash Customers, General Service Tax customers, etc.
5. In the **Language** field, click the down-arrow and select the language spoken by all customers in the category you are adding. For example, you could create a separate category for all French-speaking or English-speaking customers.
6. In the **Account Open** field, leave "Yes" selected, if the customers in the category are allowed to open accounts and be extended credit by your company. If they are not allowed to open an account, click the down-arrow button and select "No".

Use the "Other" category to specify languages other than English or French

7. In the **Statement of Account** field, leave "No" selected if the customers in the category you are adding WILL NOT be provided with monthly statements. If they will be sent account statements, click the down-arrow button and select "Yes".
8. In the **G/L AR** field, either type the General Ledger account code in which the Account Receivables for the customer category will be calculated, or click the Search 🔍 icon and select one from the list.
9. In the **Term** field, type the applicable payment term period for customers in the category. For example, 15, 30, 60 or 120 days.
10. In the **Interest Rates** field, type the amount of interest to be charged to the customers in the category when payments are received after the term period you specified in (9) above.
11. In the **Price Group** field, either type the Price Group to be applied to the customer category, or click the Search 🔍 icon and select a price group from the list. See *"Creating Price Groups" on page 51*.
12. In the **Disc. Group** field, either type the Discount Group to be applied to the customer category, or click the Search 🔍 icon and select a discount group from the list. See *"Adding Customer Discount Groups" on page 57*.

13 In the **Tax 1 and 2** fields, either type the tax codes to be applied to the customer category, or click the Search 🔍 icon and select a Tax Code from the list. See *“Taxes” on page 50*.

The Tax 1 field should contain the first tax to be applied to the customer category and followed by the second in Tax 2.

14 In the **Insurance Exemption** field, leave "No" selected if the customers in this category are NOT exempt from requiring a damage waiver on items rented. If the customers are exempt from the damage waiver requirement, click the down-arrow button and select "Yes".

15 In the **Account Blocked** field, select "Yes" if you want to stop doing business with this category. If the customer category is not blocked, click the down-arrow button and select "No".

Setting Account Blocked to "Yes" in the category will make any new customer within that category to start with their account blocked. The ability to allow for a credit check and thus having an authorized personnel un-block it.

16 Click **OK**.

17 Click **Quit**.

Adding Customer Discount Groups

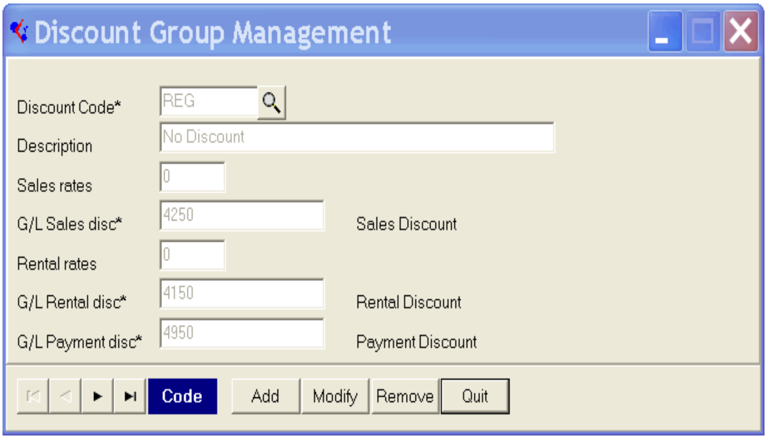
You can create Customer Discount Groups that allow you to specify discount rates you want to offer to different customers for sales, rentals and invoice payments. Each Discount Group you add is then attached to a customer category. See *“Setting Up Customer Categories” on page 54*.

To Add Customer Discount Groups:

1 Choose **Discount Group Management** from the **Configuration** menu.

The DISCOUNT GROUP MANAGEMENT window will appear.

There must be at least 1 discount group created ointing to the right G/L accounts.



Discount Code* REG

Description No Discount

Sales rates 0

G/L Sales disc* 4250 Sales Discount

Rental rates 0

G/L Rental disc* 4150 Rental Discount

G/L Payment disc* 4950 Payment Discount

2 Click **Add**.

Do not include decimal points when entering a percentage in the Rates field. For example, if you were adding a 10% discount rate, you would type "10", not "10.00", or "0.10"

3 In the **Discount Code** field, type a unique code that identifies the discount you are adding.

4 In the **Description** field, type a name that describes the discount.

5 In the **Sales Rates** field, type the applicable discount percentage you want to apply on sales.

6 In the **G/L Sales disc** field, either type the G/L account code that will be used to calculate the sales discount, or click the Search 🔍 icon and select one from the list.

7. In the **Rental Rates** field, type the applicable discount percentage rate you want to apply on rentals.
8. In the **G/L Rental disc:** field, either type the General Ledger account code in which the rental discount will be calculated, or click the Search 🔍 icon and select one from the list.
9. In the **G/L Payment disc:** field, either type the General Ledger account code in which the payment discount will be calculated, or click the down-arrow button and select one from the list.
10. Click **OK**.
11. Click **Quit**.

Item Configuration and Depreciation

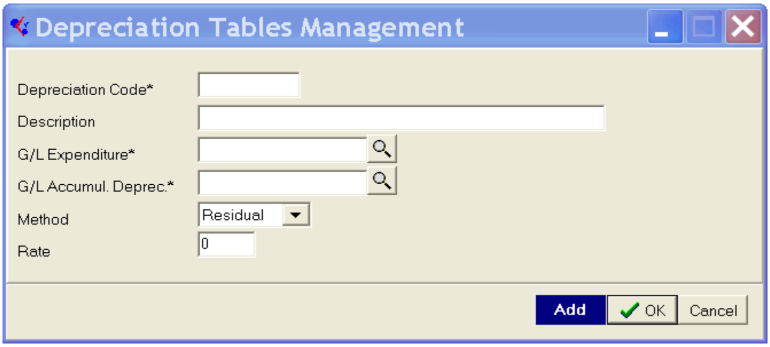
Setting Up Item Depreciation Tables

You can set up Depreciation tables that allow you to specify the method to use when calculating depreciation on individual product items. There are three methods available—Residual, Continuous and Fixed Amount.

■ To Set Up Item Depreciation Tables:

1. Choose **Depreciation Tables** from the **Configuration** menu.

   The DEPRECIATION TABLES MANAGEMENT window will appear.



Method: Residual
Rate: 0

2. Click **Add**.
3. In the **Depreciation Code** field, type a unique code that identifies the depreciation method you are setting up.
4. In the **Description** field, type a name that describes the depreciation method.
5. In the **G/L Expenditure** field, either type the G/L account code that will be used to calculate depreciation costs, or click the Search 🔍 icon and select one from the list.
6. In the **G/L Accumul. Deprec** field, either type the G/L account code that will be used to accumulate the depreciation costs, or click the Search 🔍 icon and select one from the list

7 In the **Method** field, click the down-arrow button and select one of the following methods:

- **Residual** calculates the rate on the net value (after accumulated depreciation) of the equipment.
- **Continuous** calculates the depreciation on the initial cost (non-depreciated) of the equipment.
- **Fixed Amount** calculates the depreciation on a fixed amount.

8 In the **Rate** field, type the depreciation rate percentage if you are using either the Residual or Continuous methods.
If you are using Fix Amount, you can ignore this field.

9 Click **OK**.

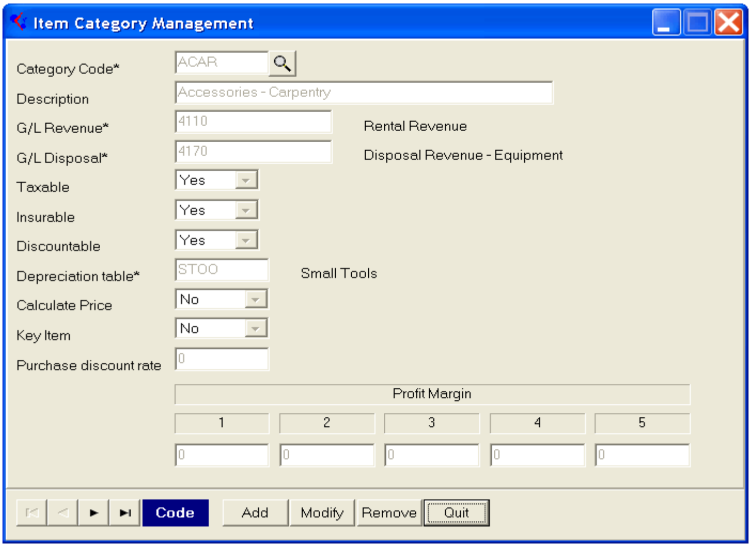
10 Click **Quit**.

Creating an Item Category

Item categories are used to group product items which have similar characteristics. For example, you could create an Item Category for those items whose revenue source is primarily rentals or sales, or who share the same profit margin, or who use the same item depreciation method.

■ To Create an Item Category:

The ITEM CATEGORY MANAGEMENT window will appear.



Category Code* ACAR
Description Accessories - Carpentry
G/L Revenue* 4110 Rental Revenue
G/L Disposal* 4170 Disposal Revenue - Equipment
Taxable Yes
Insurable Yes
Discountable Yes
Depreciation table* STOO Small Tools
Calculate Price No
Key Item No
Purchase discount rate 0

Profit Margin				
1	2	3	4	5
0	0	0	0	0

1 Click **Add**.

2 In the **Category Code** field, type a unique code that identifies the item category you are adding.

3 In the **Description** field, type a name that describes the item category you are setting up. For example, Accessories - Carpentry, Equipment - Heating and Ventilation, etc.

4 In the **G/L Revenue** field, either type the General Ledger account code to which the revenues for the item category will be charged, or click the Search 🔍 icon and select one from the list.

5 In the **G/L Disposal** field, either type the General Ledger account code to which the sales revenue for disposed items in

this category will be charged, or click the Search 🔍 icon and select one from the list.

6 In the **Taxable** field, leave "Yes" selected if Tax items belonging to this group with all aplicable taxes, select Tax 1 if item is only taxed by tax 1 and tax 2 if item is only taxed by tax 2. If not, leave "No" selected if item is tax exempt.

7 In the **Insurable** field, leave "Yes" selected if a damage waiver will be required when items in this category are rented.

8 In the **Discountable** field, leave "Yes" selected if discounts is given to items belonging to this category. If not, leave "No" selected to disable discounts to items of this category.

9 In the **Depreciation table** field, either type the Depreciation table code that applies to the items in this category, or click the Search 🔍 icon and select a Depreciation Table from the list.

10 In the **Calculate Price** field, do one of the following:

- If you do not want Sirius to calculate the price of an item when it is sold, leave "No" selected.
- If you do, click the down-arrow button and select "Yes". The **Profit Margin** table at the bottom of the window will be activated. Type a margin rate percentage for each of the five Price Group levels shown.

The Calculate Price option will automatically calculate the item selling price for each of the five Price Groups by adding the profit margin specified to the cost of the item. See *"Creating Price Groups" on page 51*.

Key item should be set to "Yes" for all rental categories.

11 In the **Key Item** field**,** leave "Yes" selected if you want to designate all items in the category as "key" items. This option allows you to limit the items displayed on the Availability Calendar to "key items", rather than all items in your inventory.

12 **In the Purchase Discount Rate** field, type the discount rate offered by the supplier for the items in the category. You would only complete this field if you were creating an Item category for each supplier.

13 Click **OK** and then **Quit**.

User ID Configuration

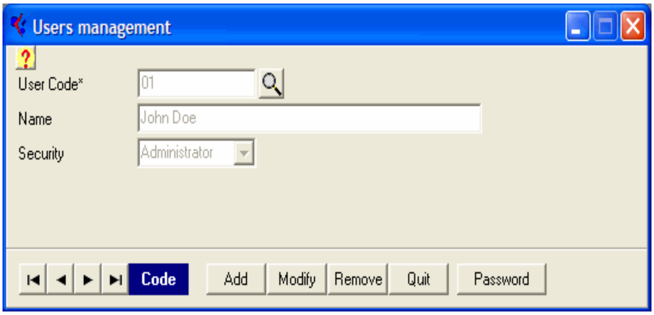
Creating User IDs

Sirius allows users with administor rights to create User ID with 3 different security levels.

■ To Create the User ID:

1 Choose **Users** from the **Configuration** Menu.

THE USERS MANAGEMENT window will appear.



User Code* 01

Name John Doe

Security Administrator

2 Click **Add**.

3 In the **User Code** field, type a user code that uniquely identifies the user you are adding.

4 In the **Name** field, type the name of the user.

5 In the **Security** field, select the security level assign to the user.

6 In the **Password** field, type the password assigned to the user and confirm the password.

7 Click **OK**.

8 Click **Quit**.

Chapter 5
Entering Data

This chapter shows you how to enter and manage your Customers, Items, Suppliers and Staff in the Sirius program.

Here’s what you’ll find in this chapter:

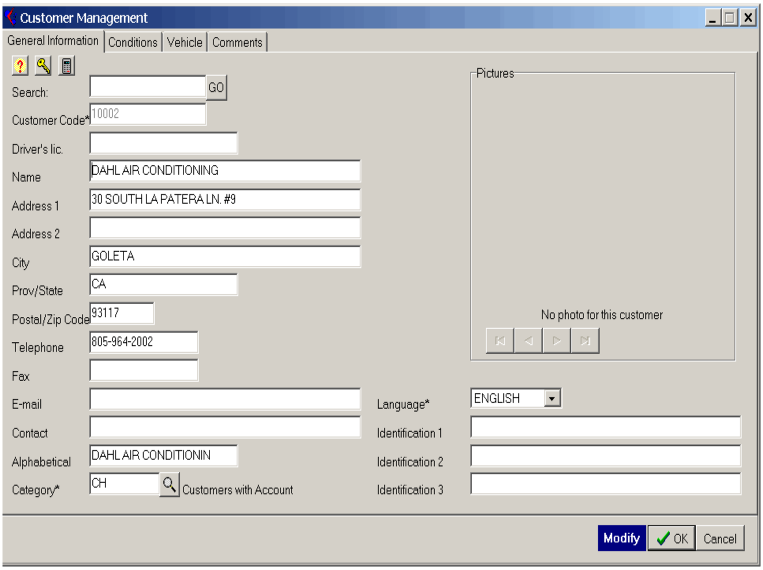
- Managing Customers
- Managing Suppliers
- Managing Items
- Managing Serialized Items
- Managing Projects
- Managing Staff

Managing Customers

Accessing Customer Management

1 Choose **Customers** from the Data menu.

The CUSTOMER MANAGEMENT window will appear.


Customer Management
General Information
Conditions
Vehicle
Comments
GO
Pictures
No photo for this customer
Modify
OK
Cancel

Search:
Customer Code* 10002
Driver's lic.
Name DAHL AIR CONDITIONING
Address 1 30 SOUTH LA PATERA LN. #9
Address 2
City GOLETA
Prov/State CA
Postal/Zip Code 93117
Telephone 805-964-2002
Fax
E-mail
Contact
Alphabetical DAHL AIR CONDITIONIN
Category* CH Customers with Account
Language* ENGLISH
Identification 1
Identification 2
Identification 3

Adding Customers

You can add each of your Customers to Sirius and specify the following:

- **General information**, such as the Customer's name, address, and contact person.
- **Conditions** relating to the Customer's credit, such as terms, credit line, late payment interest rate, etc.
- **Vehicle** information such as the model, year and registration number.
- **Comments** regarding the Customer that will be seen by your staff, but not by the Customer.

Once you've added a customer, you can then manage and modify their information, as necessary.

General Information Tab

1 On the CUSTOMER MANAGEMENT window, click the **Add** button.

2 In the **Customer Code** field, type a unique code that identifies the Customer.

3 In the **Driver's License** field, type the Customer's driver's license number.

4 In the **Name** field, type the Customer's name, (last name first, e.g.: SMITH JOHN). Notice that the customer's name now appears in the Alphabetical field at the bottom of the window.

5 In the **Address** fields, type the Customer's address, telephone, fax and email information.

6 In the **Contact** field, type the name of the person to contact at your customer's business.

7 In the **Category** field, either type the category to which your customer belongs, or click the search icon and select one from the list. See *"Setting Up Customer Categories" on page 48* for a detailed explanation of customer categories.

8 In the **Language** field, type the customer's preferred language of correspondence. This option determines the language in which contracts, invoices, and so on will be printed.

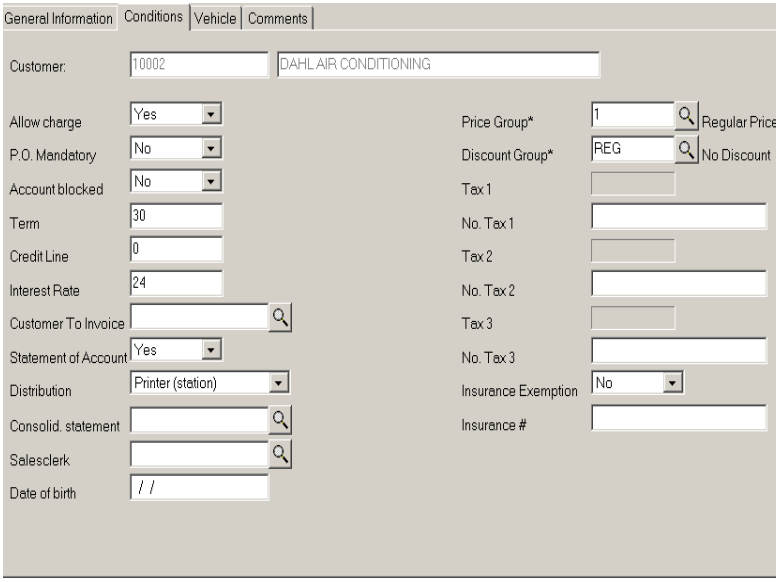
9 In the Identification fields, type any additional customer information you may feel is necessary, such as social security number, etc.

It is recommended that you use the customer's telephone number for the Customer code. Do not include the area code or hyphen (e.g: 5555555). Customers will always remember their telephone number, which should make it easier for you to find their record when handling an inquiry.

Conditions Tab

1 On the CUSTOMER MANAGEMENT window, click the **Conditions** tab, or click **OK**.

The CONDITIONS tab will appear.



Customer: 10002 DAHL AIR CONDITIONING

Allow charge: Yes
P.O. Mandatory: No
Account blocked: No
Term: 30
Credit Line: 0
Interest Rate: 24
Customer To Invoice:
Statement of Account: Yes
Distribution: Printer (station)
Consolid. statement:
Salesclerk:
Date of birth: / /

Price Group*: 1 Regular Pric
Discount Group*: REG No Discount
Tax 1:
No. Tax 1:
Tax 2:
No. Tax 2:
Tax 3:
No. Tax 3:
Insurance Exemption: No
Insurance #:

2 In the **Allow charge** field, leave "Yes" selected if you will be extending credit to this customer. Otherwise, select "No"

3 In the **PO Mandatory** field, select "Yes" if you want your staff to enter the Customer’s purchase order number on all of their transactions. If not, leave "No’ selected.

4 In the **Account blocked** field, select "Yes" if you want to block a customer’s account. Otherwise, leave "No" selected.

Blocking will not allow any new transactions (cash or credit) to be processed for this customer. Only returns and close contracts will be permitted in order to recuperate rented equipment.

5 In the **Term** field, type the terms of payment in days for this customer before the account must be settled. For example, 30, 60 or 90 days.

6. In the **Credit Line** field, type the maximum amount of credit the customer is allowed. If a transaction exceeds this limit, a warning message will appear on window to notify your staff that the Customer has exceeded their credit limit. It is still possible, though, for your staff to accept and finalize the transaction.
7. In the **Interest Rate** field, type the annual interest rate the customer will be charged for overdue invoices.
8. If transactions for the customer you are adding are to be charged to another Customer, either type the other Customer's code in the **Customer to Invoice** field, or click the Search 🔍 icon and select the other customer from the list.
9. In the **Statement of Account** field, leave "Yes' selected if a statement of account must be produced for this customer. If not, select "No" and a statement of account will not be produced for the customer.
10. If you selected "Yes" in the **Statement of Account** field, select one of the following In the **Distribution** field:
    - Leave "Printer" selected if the Statement of Account is to be printed and mailed to the customer.
    - Select "E-mail" if the Statement of Account is to be emailed to the customer.
11. If the customer's account statement is to be consolidated with another customer, click the Search 🔍 icon in the **Consolidated statement** field and select a customer from the list.
12. In the **Salesclerk** field, type the name of the salesclerk assigned to the customer, or click the Search 🔍 icon and select a salesclerk from the list.
13. To specify the **Price Group**, see *"Setting Up Price and Discount Groups for Customers" on page 75*.
14. To specify the **Discount Group**, see *"Setting Up Price and Discount Groups for Customers" on page 75*.
15. To specify the taxes to be charged to the customer, see *"Applying Taxes to Customers" on page 72*.

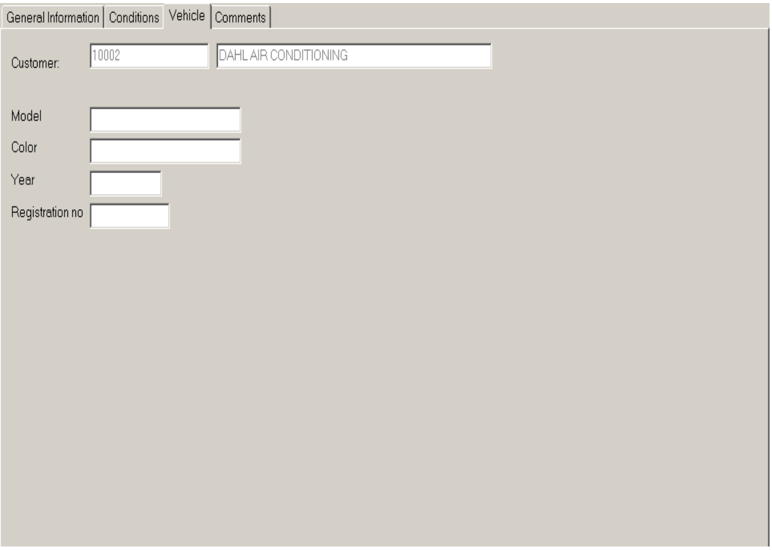
16 In the **Insurance Exemption** field, select "Yes' if the customer is exempt from purchasing a damage waiver (insurance). If not, select "No"

17 In the **Insurance #** field, type the customer's insurance policy number.

Vehicle Tab

1 On the CUSTOMER MANAGEMENT window, click the Vehicle tab, or click **OK**.

The Vehicle tab will appear.


General Information
Conditions
Vehicle
Comments
Model
Color
Year
Registration no

Customer: 10002 DAHL AIR CONDITIONING

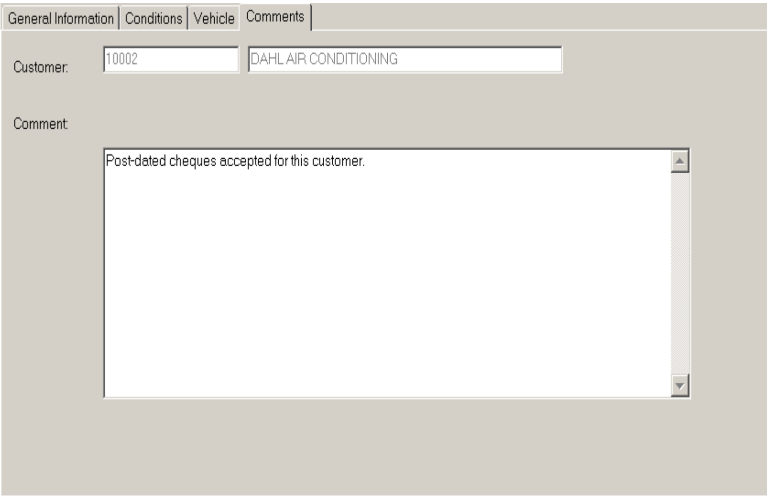
2 Type the **Model**, **Color** and **Year** of the customer's vehicle.

3 In the **Registration No**. field, type the vehicle's registration number.

Comments Tab

1 On the CUSTOMER MANAGEMENT window, click the Comments tab, or click **OK**.

The COMMENTS tab will appear.



Customer: 10002 DAHL AIR CONDITIONING

Comment:

Post-dated cheques accepted for this customer.

2 In the **Comment Text** box, type any comments you may have relating to the customer you are adding.

Keep in mind the following when entering comments:

- Since only employees have access to these comments you may use them to leave important messages concerning your customers.
- There are no limits to the amount of information that can be entered into this window, however only the first few lines will appear in the transaction window. For this reason it is recommended that you enter the most important information in the first few lines and add less important information afterwards.
- The comments recorded here do not appear on ANY document handed over to a customer. However, the comments do appear on the CUSTOMER MONITOR window when entering customer transactions.

Searching for Customers

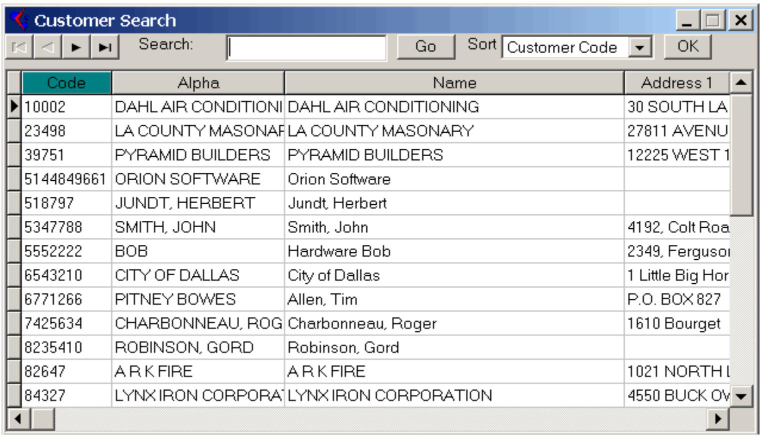
You can quickly search for and select existing Customer records. Once found, you can then view or modify the information.

■ To Search for Customers:

1 On the CUSTOMER MANAGEMENT window, click the **Search** 🔍 icon beside the **Code** field.

The CUSTOMER SEARCH dialog box will appear.

*To quickly locate a Customer record, type the Customer code in the **Search** field and click **Go**, or use the control buttons ⏮ ◀ ▶ ⏭ at the bottom of the window to scroll through the records.*



Sort: Customer Code

Code	Alpha	Name	Address 1
10002	DAHL AIR CONDITIONI	DAHL AIR CONDITIONING	30 SOUTH LA
23498	LA COUNTY MASONAF	LA COUNTY MASONARY	27811 AVENU
39751	PYRAMID BUILDERS	PYRAMID BUILDERS	12225 WEST 1
5144849661	ORION SOFTWARE	Orion Software	
518797	JUNDT, HERBERT	Jundt, Herbert	
5347788	SMITH, JOHN	Smith, John	4192, Colt Roa
5552222	BOB	Hardware Bob	2349, Ferguso
6543210	CITY OF DALLAS	City of Dallas	1 Little Big Hor
6771266	PITNEY BOWES	Allen, Tim	P.O. BOX 827
7425634	CHARBONNEAU, ROG	Charbonneau, Roger	1610 Bourget
8235410	ROBINSON, GORD	Robinson, Gord	
82647	A R K FIRE	A R K FIRE	1021 NORTH
84327	LYNX IRON CORPORA	LYNX IRON CORPORATION	4550 BUCK OV

2 In the **Sort** field, specify how you want to search, by

- Customer Code
- Alpha (Alphabetically
- Name
- License
- Telephone
- Category

3 Once you've selected a sort method, you can search for the customer using either of the following methods:

- In the **Search** field, type the first few characters or digits of the sort method you selected, then click **Go**. For example, if you selected "Telephone" as the sort method, you would type the first few digits of the telephone number unit it is unique from the others. Once found, a black arrow ▶ will point to the Customer in the list.

◆Use the |◀ ◀ ▶ ▶| arrows to move through the list and locate the Customer.

|◀	Move to the top of the list.
◀	Move up one in the list.
▶	Move down one in the list.
▶|	Move to the end of the list

4 Once you've located the Customer, you can use either of the following methods to select the Customer:

- Double-click on the name of the Customer.
- Make sure the black-arrow ▶ is pointing at the Customer's name and then click **OK**.

The CUSTOMER MANAGEMENT window reappears with the customer record information shown.

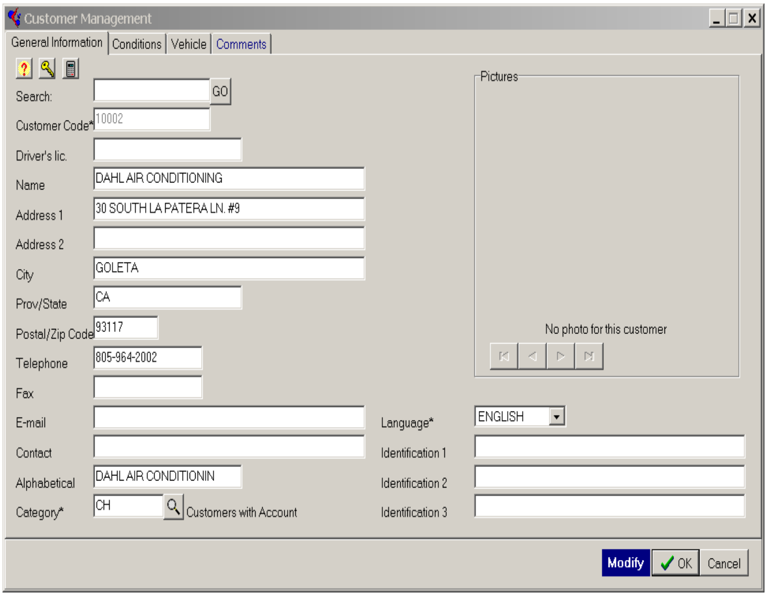
Editing Customer Details

You can edit the details of a customer record, including the conditions, vehicles and comments.

■ To Edit Customer Details

1 On the CUSTOMER MANAGEMENT window, click the **Modify** button.

The fields on the CUSTOMER MANAGEMENT window become available for editing.



Search:
Customer Code* 10002
Driver's lic.
Name DAHL AIR CONDITIONING
Address 1 30 SOUTH LA PATERA LN. #9
Address 2
City GOLETA
Prov/State CA
Postal/Zip Code 93117
Telephone 805-964-2002
Fax
E-mail
Contact
Alphabetical DAHL AIR CONDITIONIN
Category* CH Customers with Account
Language* ENGLISH
Identification 1
Identification 2
Identification 3
No photo for this customer

Click the ? icon to view the User who created the customer record, and the User who last modified the record.

2 Move through the General Information, Conditions, Vehicle and Comments tabs and make the necessary changes. To change the Customer Code, see *“Changing Customer Codes” on page 76*.

3 Click **OK**.

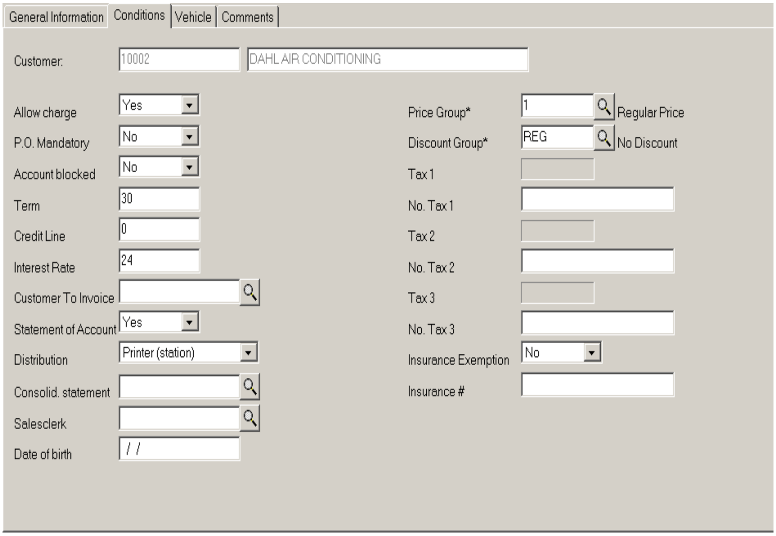
4 Click **Quit**.

Assigning Tax Numbers to Customers

You can assign up to three different tax numbers for each customer.

■ To Assign Tax Numbers to Customers:

1 On the CUSTOMER MANAGEMENT window, click the **Conditions** tab.



Customer: 10002 DAHL AIR CONDITIONING
Allow charge: Yes
P.O. Mandatory: No
Account blocked: No
Term: 30
Credit Line: 0
Interest Rate: 24
Customer To Invoice:
Statement of Account: Yes
Distribution: Printer (station)
Consolid. statement:
Salesclerk:
Date of birth: / /
Price Group*: 1 Regular Price
Discount Group*: REG No Discount
Tax 1:
No. Tax 1:
Tax 2:
No. Tax 2:
Tax 3:
No. Tax 3:
Insurance Exemption: No
Insurance #:

2 In the **No. Tax 1**, **No. Tax 2** and **No. Tax 3** fields, type any tax numbers assigned to your company by the tax authorities.

3 Click **OK**.

Setting Up Price and Discount Groups for Customers

You can set up Price and Discount Groups and then apply the groups to each of your customers.

- **Price Groups** allow you to specify the price a customer will pay to purchase a product item or service. The number of Price Groups you can create corresponds to price levels 1 thru 5 that were set on the ITEMS MANAGEMENT window.
  For instructions on setting up Price Groups, see *"Creating Price Groups" on page 45*.
- **Discount Groups** allow you to specify the discount rates you want to offer to different customers for sales, rentals and invoice payments. For instructions on setting up Discount Groups, see *"Adding Customer Discount Groups" on page 51*.

Applying a Price Group to a Customer

1 On the CUSTOMER MANAGEMENT window, click **Conditions** tab.

2 In the **Price Group** field, do one of the following:

  - Leave the Price Group to which they have been assigned selected,e.g. Regular Price, Discount 5% etc.
  - Click the Search 🔍 icon and select a new Price Group.

3 Click **OK**.

Applying a Discount Group to a Customer

1 On the CUSTOMER MANAGEMENT window, click the **CONDITIONS** tab.

2 In the **Discount Group** field, do one of the following:

  - Leave the Discount Group to which they have been assigned selected.
  - Click the Search🔍 icon and select a new Discount Group.

3 Click **OK**.

The Price and Discount Groups description to which your customer currently belongs are shown to the right of the Search 🔍 icon.

Changing Customer Codes

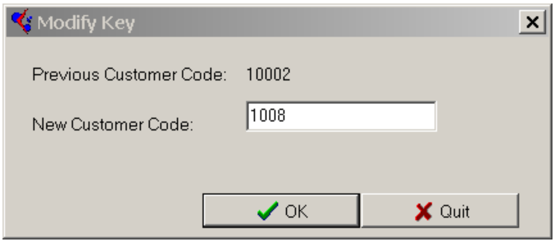
You can change the code for an existing customer using the Modify Customer Code feature.

■ To Edit a Customer Record:

You must be the only user in Sirius to modify a customer code.

1 On the CUSTOMER MANAGEMENT window, click the 🔑 icon.

The MODIFY KEY window will appear.



Modify Key

Previous Customer Code: 10002

New Customer Code: 1008

2 Type a **New Customer Code**.

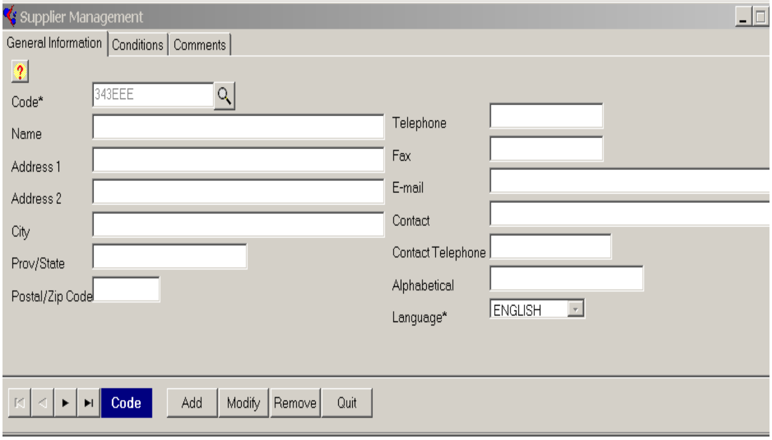
3 Click **OK**.

Managing Suppliers

Accessing Supplier Management

1 Choose **Suppliers** from the Data menu.

The SUPPLIER MANAGEMENT window will appear.


Supplier Management
General Information
Conditions
Comments
Code*
Name
Address 1
Address 2
City
Prov/State
Postal/Zip Code
Telephone
Fax
E-mail
Contact
Contact Telephone
Alphabetical
Language*
Code
Add
Modify
Remove
Quit

Code* 343EEE

Language* ENGLISH

Adding New Suppliers

You can add each of your suppliers to Sirius and specify the following:

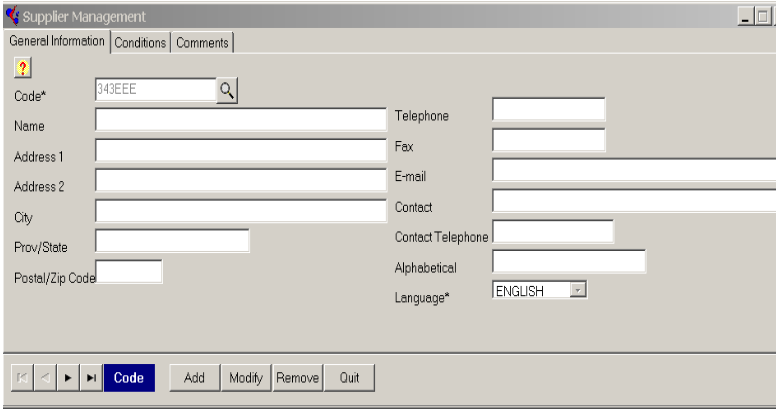
- **General information**, such as the Supplier’s name, address, and contact person.
- **Conditions** specified by the Supplier, such as your payment terms, preferred shipping method, F & B rate, etc.
- **Comments** regarding the Supplier that will be seen by your staff, but not by the Supplier.

General Information Tab

1 In the **Code** field, type a unique code that will identify the Supplier.

It is recommended that you use an alphanumeric code (letters and numbers) that is easy to remember. The code should not exceed six characters (although, Sirius will accept up to 10 characters).

2 In the **Name** field, type the full name of the Supplier.


Supplier Management
General Information
Conditions
Comments
Name
Address 1
Address 2
City
Prov/State
Postal/Zip Code
Telephone
Fax
E-mail
Contact
Contact Telephone
Alphabetical
Code
Add
Modify
Remove
Quit

Code* 343EEE

Language* ENGLISH

3 Type the Supplier's address, telephone and fax information.

4 In the **Contact** and **Contact Telephone** field, type the name of your contact at the Supplier's business.

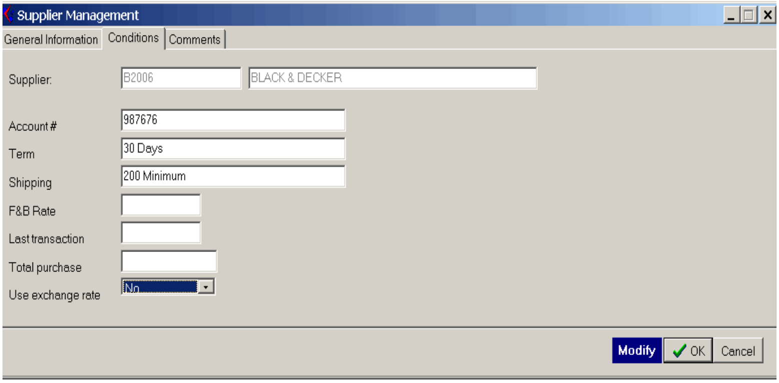
5 In the **Language** field, select the Suppliers preferred language - "English", "French" or "Other".

*Notice that once you've finished typing the Supplier's name, it will automatically appear in the **Alphabetical** field in the next column.*

Conditions Tab

1 Click the **Conditions** tab (or click **OK** on the General Information tab).

The Conditions tab will appear.



Supplier: B2006 BLACK & DECKER

Account # 987676

Term 30 Days

Shipping 200 Minimum

F&B Rate

Last transaction

Total purchase

Use exchange rate No

2 In the **Account #** field, type the account number assigned to you by the Supplier.

3 In the **Term** field, type the terms of payment applied to you by the Supplier. For example, 30, 60 or 90 days.

4 In the **Shipping** field, type the preferred method of shipping applied to you by the Supplier.

5 In the **F&B Rate** field, type the freight and brokerage costs associated with the item.

6 In the **Last transaction** field, the system will display the last transaction date. This field is automatically updated by Sirius.

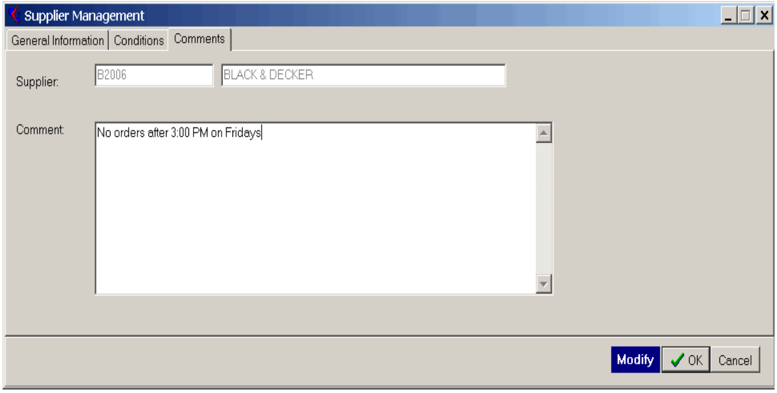
7 In the **Total Purchase** field, the total amount of purchases you made from this Supplier is displayed. This field is automatically updated by Sirius.

8 In the **Use Exchange Rate** field, select "Yes" if you are using foreign currency to purchase items from this Supplier and you want to use the exchange rate.

Comments Tab

1 Click the **Comments** tab (or click **OK** on the **Conditions** tab).

The Comments tab will appear.


Supplier Management
General Information
Conditions
Comments
Modify
OK
Cancel

Supplier: B2006 BLACK & DECKER

Comment: No orders after 3:00 PM on Fridays

2 In the **Comment** text box, type your comments.

3 Click **OK**.

4 Click **Quit**.

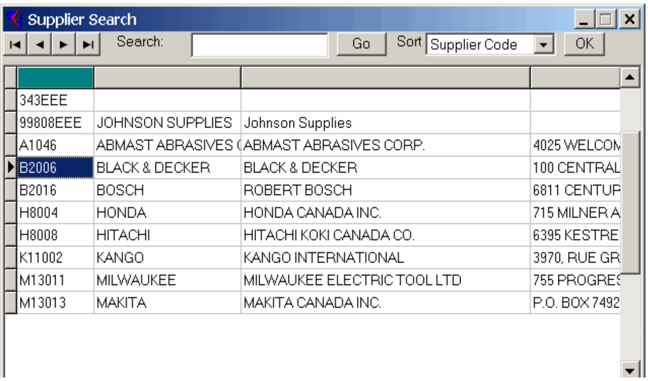
Searching for Suppliers

You can quickly search for and select existing Supplier records. Once found, you can then view or modify the information.

■ To Search for Suppliers:

1 On the SUPPLIER MANAGEMENT window, click the **Search** 🔍 icon beside the **Code** field.

The SUPPLIER SEARCH dialog box will appear.



Sort Supplier Code

343EEE			
99808EEE	JOHNSON SUPPLIES	Johnson Supplies	
A1046	ABMAST ABRASIVES (	ABMAST ABRASIVES CORP.	4025 WELCOM
B2006	BLACK & DECKER	BLACK & DECKER	100 CENTRAL
B2016	BOSCH	ROBERT BOSCH	6811 CENTUR
H8004	HONDA	HONDA CANADA INC.	715 MILNER A
H8008	HITACHI	HITACHI KOKI CANADA CO.	6395 KESTRE
K11002	KANGO	KANGO INTERNATIONAL	3970, RUE GR
M13011	MILWAUKEE	MILWAUKEE ELECTRIC TOOL LTD	755 PROGRES
M13013	MAKITA	MAKITA CANADA INC.	P.O. BOX 7492

Use the control buttons ⏮ ◀ ▶ ⏭ at the bottom of the window to quickly scroll through each of your Supplier records.

2 In the **Sort** field, specify how you want to search for your Supplier, by:

- Supplier Code
- Alpha (Alphabetically)
- Description
- Telephone
- City
- Postal/Zip Code

3 Once you've selected a sort method, you can search for the customer using either of the following methods:

- In the **Search** field, type the first few characters or digits of the sort method you selected, then click **Go**. For example, if you selected "Alpha" as the sort method, you would type the first few characters of the Supplier's name. Once found, a black arrow ▶ will point to the Supplier in the list.

◆ Use the ⏮ ◀ ▶ ⏭ arrows to move through the list and locate the Supplier:

⏮	Move to the top of the list.
◀	Move up one in the list.
▶	Move down one in the list.
⏭	Move to the end of the list

4 Once you've located the Supplier, you can use either of the following methods to select the record:

- Double-click on the name of the Supplier.
- Make sure the black-arrow ▶ is pointing at the Supplier's name and then click **OK**.

The SUPPLIER MANAGEMENT window reappears with the supplier record information shown.

5 Click **Modify** to change the supplier information.

6 Click **OK**.

7 Click **Quit**.

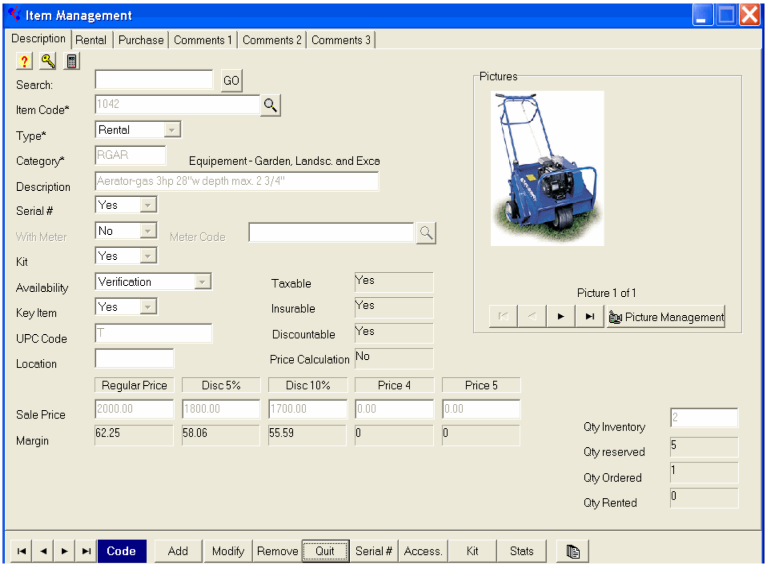
Click the ? icon to view the user who created the item, and who last modified the record.

Managing Items

Accessing Item Management

1 Choose **Items** from the Data menu.

The ITEM MANAGEMENT window will appear.


Item Management
Description
Rental
Purchase
Comments 1
Comments 2
Comments 3
GO
Pictures
Picture 1 of 1
Picture Management
Code
Add
Modify
Remove
Quit
Serial #
Access.
Kit
Stats

Search:
Item Code*: 1042
Type*: Rental
Category*: RGAR Equipement - Garden, Landsc. and Exca
Description: Aerator-gas 3hp 28"w depth max. 2 3/4"
Serial #: Yes
With Meter: No
Meter Code:
Kit: Yes
Availability: Verification
Key Item: Yes
UPC Code: T
Location:
Taxable: Yes
Insurable: Yes
Discountable: Yes
Price Calculation: No

	Regular Price	Disc 5%	Disc 10%	Price 4	Price 5
Sale Price	2000.00	1800.00	1700.00	0.00	0.00
Margin	62.25	58.06	55.59	0	0

Qty Inventory: 2
Qty reserved: 5
Qty Ordered: 1
Qty Rented: 0

Adding New Items

An item is defined as an apparatus that is able to perform a certain task. Items that have comparable tasks, values, characteristics or performance can be grouped together into categories. See *“Creating an Item Category” on page 55*.

When adding new items, you can specify the following:

- **Description** such as the item code, category, description, serial number (if applicable) and the sale price.
- **Rental** rates for each item, including hourly, daily, weekly and monthly.

To maintain accurate inventory management, you must add all of your items that are available for rent or sale into the Sirius application.

- **Purchase** information for each item, including the name of the supplier from whom you bought the item, the last cost, and the quantities to be kept in inventory.
- **Comments 1,2, 3** are used to enter messages for customers that will appear on all rental contracts and sales invoices. Each of the Comment tabs represents a different language.

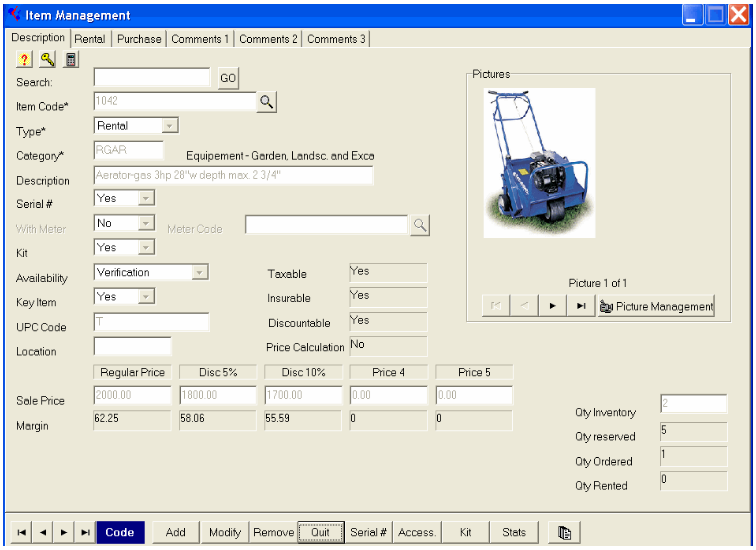
Once you've added an Item, you can then manage and modify the information, as necessary.

Description Tab

1. In the **Item Code** field, type a code that uniquely identifies the Item.
2. In the **Type** field, leave "Rental" selected if the item is available for rent. If not, click the down-arrow button and select one of the following:
    - Sales: Item is for sale.
    - Service: Services performed for customers (shipping, labor, etc.)
    - Meter: A measuring item that can be attached to another item so you can monitor the time or mileage used.
3. In the **Category** field, click the Search 🔍 icon and select the Item Category to which the item belongs.

When creating Item Codes it is recommended that you use a sequential, numerical code, with the first item code being 1001, the second 1002 and so on. You may have these codes engraved onto small plaques and rivet them to your equipment. This makes item identification easier, and accelerates the processing of counter transactions.

4 In the **Description** field, type a description of the item.
For example, 14” chainsaw, 35mm camera, safety helmet, etc.


Item Management
Description
Rental
Purchase
Comments 1
Comments 2
Comments 3
GO
Pictures
Picture 1 of 1
Picture Management
Code
Add
Modify
Remove
Quit
Serial #
Access.
Kit
Stats

Search:
Item Code*: 1042
Type*: Rental
Category*: RGAR Equipement - Garden, Landsc. and Exca
Description: Aerator-gas 3hp 28"w depth max. 2 3/4"
Serial #: Yes
With Meter: No
Meter Code:
Kit: Yes
Availability: Verification
Key Item: Yes
UPC Code: T
Location:
Taxable: Yes
Insurable: Yes
Discountable: Yes
Price Calculation: No

	Regular Price	Disc 5%	Disc 10%	Price 4	Price 5
Sale Price	2000.00	1800.00	1700.00	0.00	0.00
Margin	62.25	58.06	55.59	0	0

Qty Inventory: 2
Qty reserved: 5
Qty Ordered: 1
Qty Rented: 0

5 In the **Serial #:** field, select "Yes" if the item has a serial number and you want to manage it by ’serial number’ to distinguish it from other similar items.

For example, you could use serial numbers to distinguish between a Pentax and Canon 35mm cameras, or a Kubota and Kango pneumatic hammers.

Sirius inventory management functions on two levels:

- "Item Management" which allows you to select and view the general characteristics of an item.
- "Serial Number Management" which allows you to select, view and check the availability of items by serial number. See *“Managing Serialized Items” on page 96*.

6 In the **With Meter** field, select ’Yes" if the rental rates for the item depends on hours of usage. Otherwise, leave "No" selected. If you select "Yes", click the Search icon in the **Meter Code** field and select the item that will be used to measure the time.

An item associated with a meter must be serialized.

7 In the **Kit** field, select "Yes" if the item you are adding is part of a kit.

A kit is a group of items that are rented together. This means you don't have to list each item separately when processing a transaction. Instead, you simply enter the kit code, and each item in the kit will automatically appear on the transaction. When you create a kit, all the items that compose the kit must be added as items into Sirius. See *"The Item Management window will appear." on page 83.*

A kit itself does not have to physically exist, it can simply be used to link items that are rented as a group.

8 In the **Availability** field, select one of the following:

- **Verification** if you want Sirius to check the item's availability before renting or reserving it. When you rent or reserve an item that is not available (Insufficient quantity, rented or reserved), Sirius will display a message stating that it is not available, but will still allow you to enter the item.
- **No Verification**, if you do not want to Sirius to check item availability.

For kits, it is preferable to set the field at "No verification" since the verification would only be performed at the primary Item level.

9 In the **Key Item** field**,** leave "Yes" selected if you want the item to be displayed in the availability calendar upon opening it.

If you set Key Item to "Yes", only 'key' items will be shown on the Availability Calendar.

10 In the **UPC Code** field, type the Universal Price Code (UPC) for the item (if applicable).

11 In the **Location** field, type where the item is located in your business. For example, Warehouse, Aisle 6, Bin 48, etc.

12 In the **Sale Price** table, type the sale price in the required fields shown. Price Groups determine the price a customer must pay for merchandise and are set up when you configured the Sirius application. See *"Creating Price Groups" on page 45.*

Keep in mind the following when entering Sales Prices:

- You can enter up to 5 different prices for a single item, although, it’s not mandatory that all 5 price fields be completed.
- If you decide to use more than one Price Group, it’s important to enter an amount in each of the remaining Sale Price fields For example, the amount you enter in the first **Sale Price** field will apply to customers from Price Group 1, and the amount you enter in the second **Sale Price** field will apply to customers from Price Group 2.

13 The profit **Margin** for each Price Group will be automatically calculated when you enter the purchase cost for the item on the Purchase tab. See *“Purchase Tab” on page 89* for details.

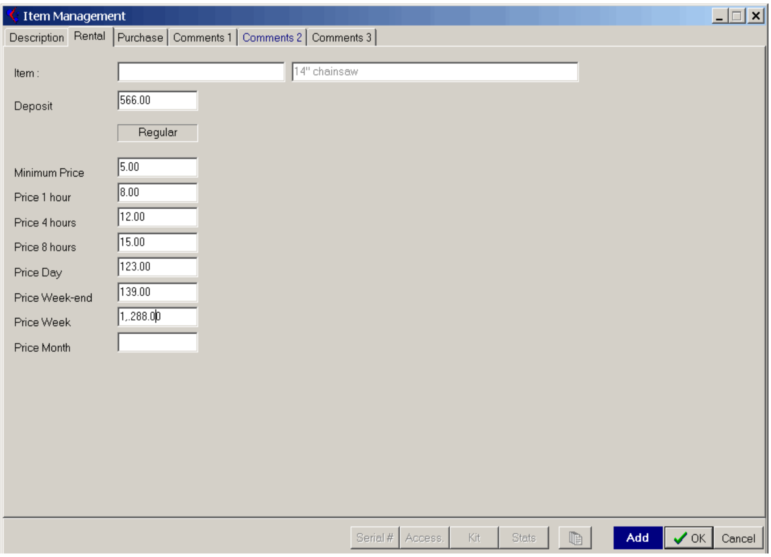
14 The quantity information for an Item is automatically tracked and calculated as follows:

Qty Inventory	Displays the current quantity in inventory. Adjustments to quantities are calculated whenever a Rental Invoice, Sales Invoice or Purchase Order is processed for the item, or if you manually make an inventory adjustment.
Qty Reserved	The quantity held in reservations.
Qty Ordered	The quantity currently on purchase orders.
Qty Rented	The quantity currently rented.

Rental Tab

1 On the ITEM MANAGEMENT window, click the **Rental** tab.

The Rental tab will appear.



Item : 14" chainsaw

Deposit 566.00

Regular

Minimum Price 5.00

Price 1 hour 8.00

Price 4 hours 12.00

Price 8 hours 15.00

Price Day 123.00

Price Week-end 139.00

Price Week 1,.288.00

Price Month

2 In the **Deposit** field, type the amount of deposit to suggest taking when renting the item.

3 In the **Regular** column, move through and enter the following rental prices:

- **Minimum Price**: The lowest possible price for the item. If the price calculated is lower than the minimum price, the minimum price will prevail.
- **Price 1 hour, Price 4 hours, Price 8 hours**: Type the rental price for each of these hours.
- **Price 1 Day, Week-end, Week, Month**: Type the rental price for each of these time periods.

4 The amounts shown in the **Granted Qty** column are automatically calculated by Sirius based on the surcharge rates you entered on the SURCHARGE RATES MANAGEMENT window. See *"Entering Surcharge Rates" on page 46*.

You must enter an amount in each of the Price fields shown, even though you may not offer rates in those time periods. Do not enter "0"'s since the system will consider that a price value and it will always be considered the most advantageous rate for the customer.

Sirius will calculate the rental price according to the period most advantageous for the customer.

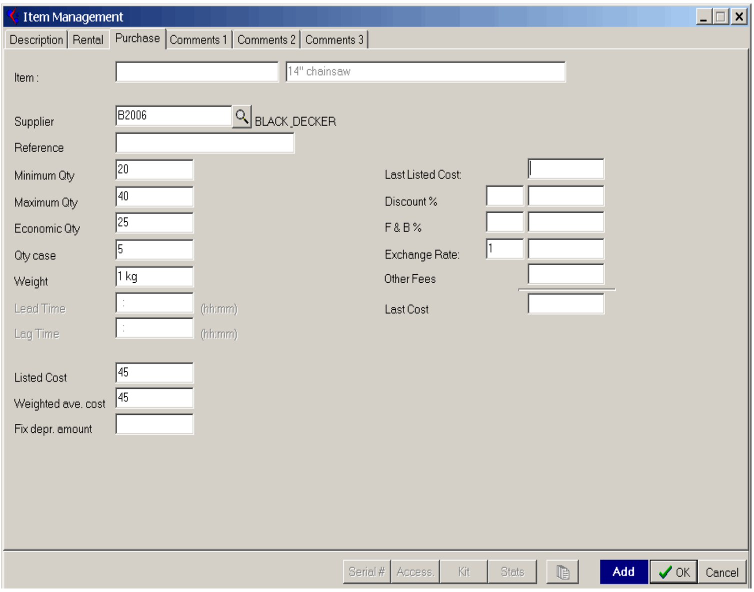
For example, the rates below show that the most advantageous rate for a 3 hour rental would be the 4 hour rental rate period, not the hour rate.

- 1 hour rental rate = $5.00 x 3 hours = $15.00
- 4 hour rental rate = $8.00
- 8 hour rental rate = $10.00
- 1 day rental rate = $10.00

Purchase Tab

1 On the ITEM MANAGEMENT window, click the **Purchase** tab.

The Purchase tab will appear.



Item : 14" chainsaw
Supplier B2006 BLACK_DECKER
Reference
Minimum Qty 20
Maximum Qty 40
Economic Qty 25
Qty case 5
Weight 1 kg
Lead Time : (hh:mm)
Lag Time : (hh:mm)
Listed Cost 45
Weighted ave. cost 45
Fix depr. amount
Last Listed Cost:
Discount %
F & B %
Exchange Rate: 1
Other Fees
Last Cost

To understand how to maintain Minimum and Maximum inventory levels, see “Setting Minimum and Maximum Inventory Levels” on page 213.

2 In the **Supplier** field, either type the code of the Supplier from whom you bought the item, or click the Search 🔍 icon and select one from the list.

3 In the **Reference** field, type the supplier’s item number.

4 In the **Minimum Qty** field, type the minimum quantity to be kept in stock. For automatic orders, the item is ordered once the quantity drops to the Minimum Qty number.

5 In the **Maximum Qty** field, type the maximum quantity, not to be surpassed. For automatic orders, the system will order the required quantity to reach the Maximum Qty number.

6 In the **Economical Qty** field, type the minimum quantity to be ordered to benefit from any volume discount offered by the Supplier.

7 In the **Qty Case** field, type the item quantity per-case.

8 In the **Weight** field, type the weight of the item.

9 In the **Listed Cost** field, type the cost of the item.

10 In the **Weighted ave. cost** field, type the per-unit price based on the average cost of items in inventory. This cost appears during inventory adjustments.

11 If you are using the Fixed Depreciation method, enter the fixed amount to depreciate by in the **Fix depr. amount** field. See 9*“Setting Up Item Depreciation Tables” on page 53*.

12 In the **Last Listed Cost** field, type the last purchase price you paid for the item.

13 In the **Discount % field,** type the discount you received when purchasing the item.

14 In the **F & B %** field, type the freight and brokerage costs associated with the item.

15 In the **Exchange Rat**e field, type the rate of exchange to be used when purchasing the item (if required).

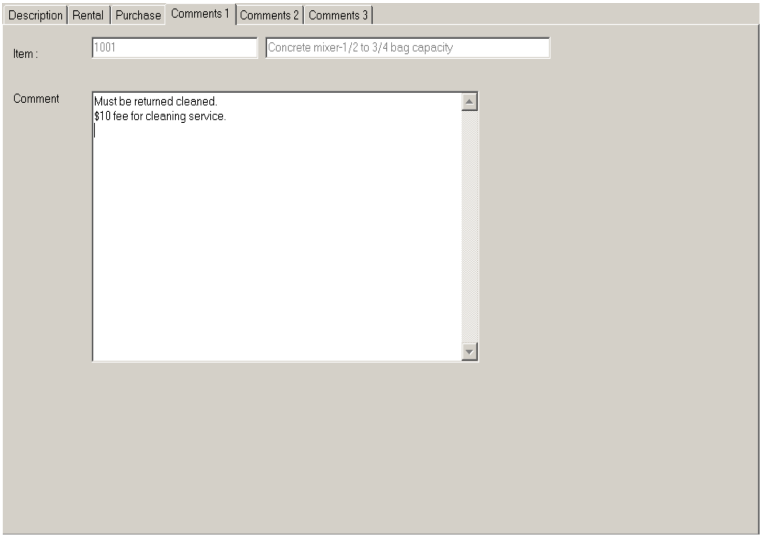
16 In the **Other Fees,** type any other fees or costs associated with the item.

17 In the **Last Cost** field, type the cost you paid for the item, less any discounts, but including F & B, Exchange Rate and other fees.

The Last Listed Cost price will appear by default on your purchase orders.

Comments 1, 2 and 3 Tabs

1 On the ITEM MANAGEMENT window, click the **Comment 1** tab.



Item : 1001 Concrete mixer-1/2 to 3/4 bag capacity

Comment Must be returned cleaned.
$10 fee for cleaning service.

In the comments 2 and 3 tabs, enter the item's description for the set languages.

2 On the Comments **1, 2** and **3** tabs, type the customer-related message you want to appear on all rental contracts and sales invoices. For example, you may want to enter directions on how to use the item or safety tips, etc.

Since Sirius is a multilingual program, the three tabs correspond to the language preferences you set for your company. See *"General System Configuration" on page 36.*

For example, if you set "English" as your first language preference, "French" your second and "Spanish" your third you would complete the tabs as follows:

- **Comments 1**: Type your message in English.
- **Comments 2**: Type your message in French.
- **Comments 3**: Type your message in Spanish.

3 Click **OK**.

4 Click **Quit**.

Searching for Items

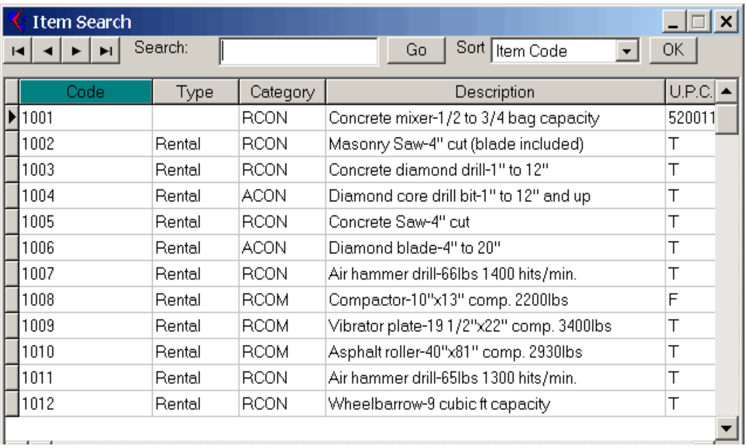
You can quickly search for and select existing Item records. Once found, you can then view or modify the information.

■ To Search for Items:

1 On the ITEM MANAGEMENT window, click the **Search** icon beside the Item **Code** field.

The ITEM SEARCH dialog box will appear.

To quickly locate an Item, type the Item code in the ***Search*** *field and click* ***Go****, or use the control buttons* ⏮ ◀ ▶ ⏭ *at the bottom of the window to scroll through the records.*



Code	Type	Category	Description	U.P.C.
1001		RCON	Concrete mixer-1/2 to 3/4 bag capacity	520011
1002	Rental	RCON	Masonry Saw-4" cut (blade included)	T
1003	Rental	RCON	Concrete diamond drill-1" to 12"	T
1004	Rental	ACON	Diamond core drill bit-1" to 12" and up	T
1005	Rental	RCON	Concrete Saw-4" cut	T
1006	Rental	ACON	Diamond blade-4" to 20"	T
1007	Rental	RCON	Air hammer drill-66lbs 1400 hits/min.	T
1008	Rental	RCOM	Compactor-10"x13" comp. 2200lbs	F
1009	Rental	RCOM	Vibrator plate-19 1/2"x22" comp. 3400lbs	T
1010	Rental	RCOM	Asphalt roller-40"x81" comp. 2930lbs	T
1011	Rental	RCON	Air hammer drill-65lbs 1300 hits/min.	T
1012	Rental	RCON	Wheelbarrow-9 cubic ft capacity	T

2 In the **Sort** field, specify how you want to search for the Item, by:

- Item Code
- Type
- Category
- UPC
- Supplier No,
- Supplier Ref. #
- Keywords

3 Once you’ve selected a sort method, you can search for the item using either of the following methods:

- In the **Search** field, type the first few characters or digits of the sort method you selected, then click **Go**. For example, if you selected "Description" as the sort method, you would type the first few digits of the Item description. Once found, a black arrow ▶ will point to the Item in the list.
- Use the ⏮ ◀ ▶ ⏭ arrows to move through the list and locate the Supplier:

⏮	Move to the top of the list.
◀	Move up one in the list.
▶	Move down one in the list.
⏭	Move to the end of the list

4 Once you’ve located the Item, you can use either of the following methods to select the record:

- Double-click on the name of the Item.
- Make sure the black-arrow ▶ is pointing at the Item and then click **OK**.

The ITEM MANAGEMENT window reappears with the Item record information displayed.

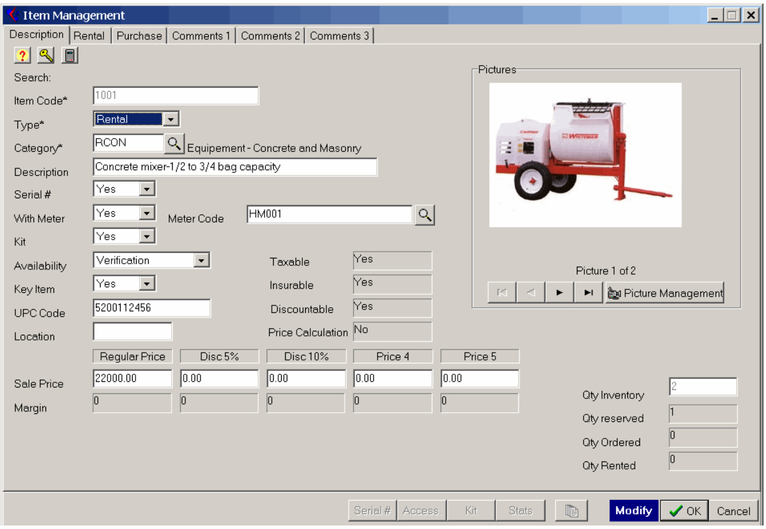
Modifying Item Details

You can edit the details of an Item record, including the rental, purchase and comment information.

■ To Edit Item Details

1 On the ITEM MANAGEMENT window, click the Modify **button.**

The fields on the window become available for editing.


Item Management
Description
Rental
Purchase
Comments 1
Comments 2
Comments 3
Search:
Pictures
Picture 1 of 2
Picture Management
Regular Price
Disc 5%
Disc 10%
Price 4
Price 5
Serial #
Access.
Kit
Stats
Modify
OK
Cancel

Item Code* 1001
Type* Rental
Category* RCON Equipement - Concrete and Masonry
Description Concrete mixer-1/2 to 3/4 bag capacity
Serial # Yes
With Meter Yes Meter Code HM001
Kit Yes
Availability Verification
Taxable Yes
Key Item Yes
Insurable Yes
UPC Code 5200112456
Discountable Yes
Location
Price Calculation No

	Regular Price	Disc 5%	Disc 10%	Price 4	Price 5
Sale Price	22000.00	0.00	0.00	0.00	0.00
Margin	0	0	0	0	0

Qty Inventory 2
Qty reserved 1
Qty Ordered 0
Qty Rented 0

Click the ? icon to view the User who created the Item record, and the User who last modified the record.

2 Move through the Description, Rental, Purchase, and Comments tabs and make the necessary changes. To change the Item Code, see *"Changing Item Codes" on page 95.*

3 Click **OK**.

4 Click **Quit**.

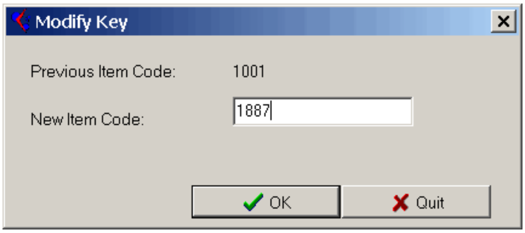
Changing Item Codes

You can change the code for an existing Item using the Modify Item Code icon.

■ To Change an Item Code:

1 On the ITEM MANAGEMENT window, click the 🔑 icon.

The MODIFY KEY window will appear.



Modify Key

Previous Item Code: 1001

New Item Code: 1887

The item code will be modified in all current and historical transactions to maintain your data integrity.

2 Type a **New Item Code**.

3 Click **OK**.

Managing Serialized Items

Accessing Serial Number Management

The Serial # button will only be available if the item you chose has the Serial # field set to "Yes".

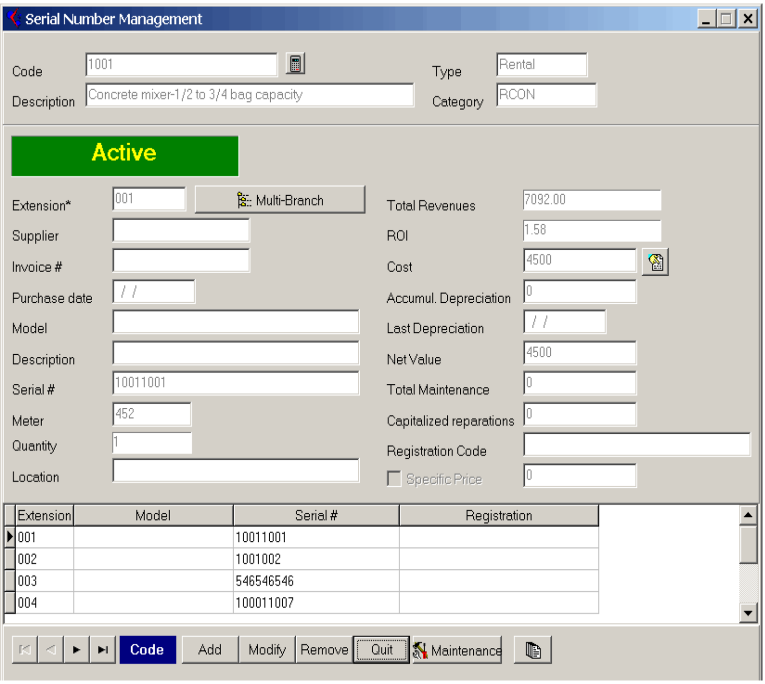
1. Choose **Items** from the Data menu.

   The ITEM MANAGEMENT window appears.

2. In the **Item Code** field, click the search icon and select an item with a serial number. See *“Searching for Items” on page 92* for additional instructions.

3. Click the **Serial #** button at the bottom of the page.

   The SERIAL NUMBER MANAGEMENT window will appear.



Code	1001	Type	Rental
Description	Concrete mixer-1/2 to 3/4 bag capacity	Category	RCON

Active

Extension*	001	Total Revenues	7092.00
Supplier		ROI	1.58
Invoice #		Cost	4500
Purchase date	/ /	Accumul. Depreciation	0
Model		Last Depreciation	/ /
Description		Net Value	4500
Serial #	10011001	Total Maintenance	0
Meter	452	Capitalized reparations	0
Quantity	1	Registration Code	
Location		☐ Specific Price	0

Extension	Model	Serial #	Registration
001		10011001	
002		1001002	
003		546546546	
004		100011007	

Adding Serialized Items

You can add serialized items to your inventory one at a time. Serialized items are identified with 3-digit extension numbers.

■ To Add Serialized Items:

1 On the SERIAL NUMBER MANAGEMENT window, click **Add**.

2 In the **Extension** field, type a three-digit suffix that will distinguish the serialized item you are adding from other serialized Items.

   For example, a Video Projector could have two models both with the same Item Number, but different serial number extensions:

   - The first model 61780872 could be identified by the Item Code (10001) and a three-digit Extension (001).
   - The second Video Projector Model 451-12654 would be identified by the Item Code (1001) and a three-digit extension (002).

To see if the item extension is consolidated or available in other branches of your organization, click the Multi-Branch button.

3 In the **Supplie**r field, either type the name of the Supplier who sold you the item, or click the search 🔍 icon and select one from the list.

4 In the **Invoice** field, type the invoice number for the item that was purchased.

5 In the **Purchase Date** field, type the date the item was purchased.

6 In the **Model** field, type the model number for the item.

7 In the **Description** field, type any additional information that relates to the item. The information you enter here does not appear on any document.

8 In the **Serial #** field, type the Serial number for the serialized item you are adding.

9 In the **Meter** field, type the current meter reading, either number of hours or mileage.

10 In the **Location** field, type the physical location of the item within your organization.

11 In the **Cost** field, type the price paid to purchase the item. Click the **Detailed Cost** icon to add discounts, freight and brokerage (F & B) percentages, exchange rates and other fees to arrive at a net cost.

12 In the **Accumulated Depreciation** field, type the depreciation amount that has accumulated on the item.

Normally, this field is automatically calculated by Sirius, but if the item you create has already been partially or completely depreciated, you can enter the accumulated depreciation amount. Make sure you enter the date of the last depreciation so the program can calculate future depreciation correctly.

13 In the **Last Depreciation** field, type the date the last depreciation was calculated.

14 In the **Net Value** field, type the difference between the item's cost and its accumulated depreciation.

15 The **Total Maintenance** field is automatically calculated by Sirius and shows the total maintenance cost for the Item.

To run depreciation, make sure you enter the purchase date or the last depreciation date with the accumulated depreciation.

16 In the **Capitalized reparations** field, enter the amount of value added to your item for depreciation purposes.

17 In the **Registration Code** field, enter the item's unique identifier code that is on the item itself.

18 To set a specific sale price for a serialized item, click the check box beside **Specific Price** and enter the item extension's sale price.

Normally, during the sale of a serialized item, the sale price used by Sirius is the one contained on the ITEM MANAGEMENT window. See *"Managing Items" on page 83*.

You can define a different sale price for a particular extension by checking the box beside the **Specific Price** field. Sirius will then use the sale price shown in this field, rather than the price shown on the ITEM MANAGEMENT window.

19 Click **OK**.

Notice that the item extension you added now appears in the table at the bottom of the window. This allows you to view at a glance the number of extension items associated with a serialized Item.

20 Click **Cancel**. Click **Quit** to return to the ITEM MANAGEMENT window.

Maintaining Serialized Items

The ITEM MAINTENANCE MANAGEMENT window allows you to record maintenance performed on an item. This information is important when determining an item's profitability. It simplifies the task of determining a disposal price for the item, or whether it would be profitable to purchase another one.

You can enter the cost of labour and/or parts that were required in performing maintenance on an item. Any parts you enter on the window will automatically be removed from your inventory.

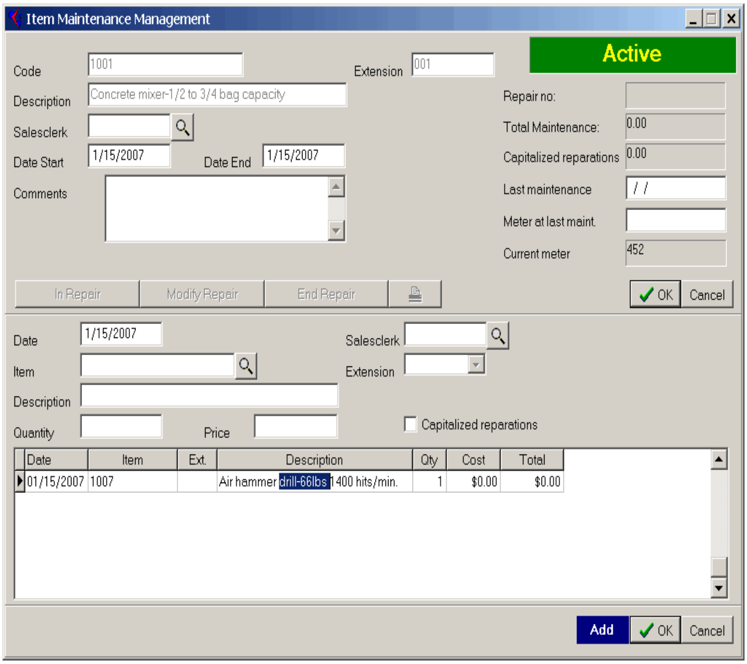
■ To Maintain Serialized Items:

1. In the Extension table, at the bottom of the SERIAL NUMBER MANAGEMENT window, click on the extension you want to view or perform maintenance.
2. Click the **Maintenance** button.

   The ITEM MAINTENANCE MANAGEMENT window will appear. See sample on the following page.
3. Click **Add**.
4. Notice that Sirius will automatically insert the current date as the maintenance date in the **Date** field. You can leave the maintenance date shown or change it to another date.
5. In the **Salesclerk** field, either type the code of the salesclerk who's requesting maintenance, or click the Search 🔍 icon and select a salesclerk from the list.
6. In the **Item** field, either type the code for the item that is being used for maintenance, or click the Search 🔍 icon and select the item from the list.

A description of the Item will automatically appear in the **Description** field and the per-unit price of the item used in performing the maintenance will be shown in the **Price** field.

To record labour costs instead of parts, or to record invoices from external repairs, simply leave the ***Item*** *field blank and enter only a description, quantity and price.*


Item Maintenance Management
Active
Salesclerk
Comments
Repair no:
Meter at last maint.
In Repair
Modify Repair
End Repair
OK
Cancel
Salesclerk
Item
Extension
Description
Quantity
Price
Add
OK
Cancel

Code: 1001
Extension: 001
Description: Concrete mixer-1/2 to 3/4 bag capacity
Date Start: 1/15/2007
Date End: 1/15/2007
Total Maintenance: 0.00
Capitalized reparations: 0.00
Last maintenance: / /
Current meter: 452
Date: 1/15/2007
☐ Capitalized reparations

Date	Item	Ext.	Description	Qty	Cost	Total
01/15/2007	1007		Air hammer drill-66lbs 1400 hits/min.	1	$0.00	$0.00

7 In the **Extension** field, type the item extension, if applicable.

8 In the **Quantity** field, type the number of items used in performing maintenance on the item.

9 Click **OK**.

10 Click the **In Repair** button.

The following will occur:

- The Maintenance information you entered will now appear in the table at the bottom of the page.
- The maintenance fee total will be displayed in the **Total Maintenance** field on the **SERIAL NUMBER MANAGEMENT** window. See *“Adding Serialized Items” on page 97*.

To end repair, return to the Item Maintenance Management screen and click the "End Repair" button on that item.

Managing Projects

Configuring Sirius for Project Management

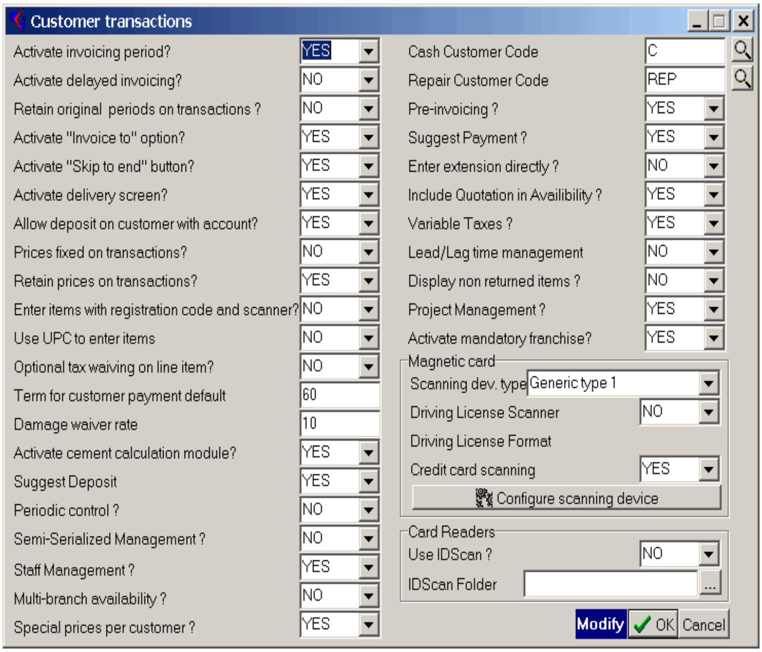
Before you can add projects to Sirius, you must first activate the Project Management option.

■ To Configure Sirus for Project Management:

1 Choose **Branches** - **Customer Transactions** from the Configuration menu.

The CUSTOMER TRANSACTIONS window will appear.

To finalize the enabling of the project management module, you must exit Sirius and re-login.



Activate invoicing period?	YES
Activate delayed invoicing?	NO
Retain original periods on transactions ?	NO
Activate "Invoice to" option?	YES
Activate "Skip to end" button?	YES
Activate delivery screen?	YES
Allow deposit on customer with account?	YES
Prices fixed on transactions?	NO
Retain prices on transactions?	YES
Enter items with registration code and scanner?	NO
Use UPC to enter items	NO
Optional tax waiving on line item?	NO
Term for customer payment default	60
Damage waiver rate	10
Activate cement calculation module?	YES
Suggest Deposit	YES
Periodic control ?	NO
Semi-Serialized Management ?	NO
Staff Management ?	YES
Multi-branch availability ?	NO
Special prices per customer ?	YES

Cash Customer Code	C
Repair Customer Code	REP
Pre-invoicing ?	YES
Suggest Payment ?	YES
Enter extension directly ?	NO
Include Quotation in Availibility ?	YES
Variable Taxes ?	YES
Lead/Lag time management	NO
Display non returned items ?	NO
Project Management ?	YES
Activate mandatory franchise?	YES
Magnetic card	
Scanning dev. type	Generic type 1
Driving License Scanner	NO
Driving License Format	
Credit card scanning	YES
Card Readers	
Use IDScan ?	NO
IDScan Folder	

For a detailed description of the CUSTOMER TRANSACTIONS window, see *"Setting Customer Transaction Options" on page 333* in the Appendix.

2 Click **Modify**.

3 In the middle of the right-hand column, click the down-arrow button beside **Project Management?** and select "Yes".

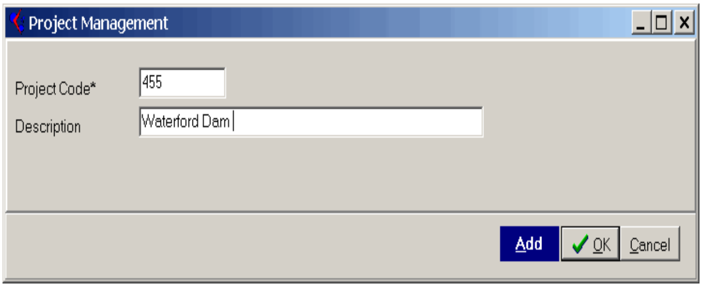
4 Click **OK**.

5 Click **Quit**.

Adding Projects

1 Choose **Configuration - Projects** from the Configuration menu.

The PROJECT MANAGEMENT window will appear.



Project Code* 455

Description Waterford Dam

2 In the **Project Code** field, type a unique code that identifies the project.

3 In the **Description** field, type a description of the project.

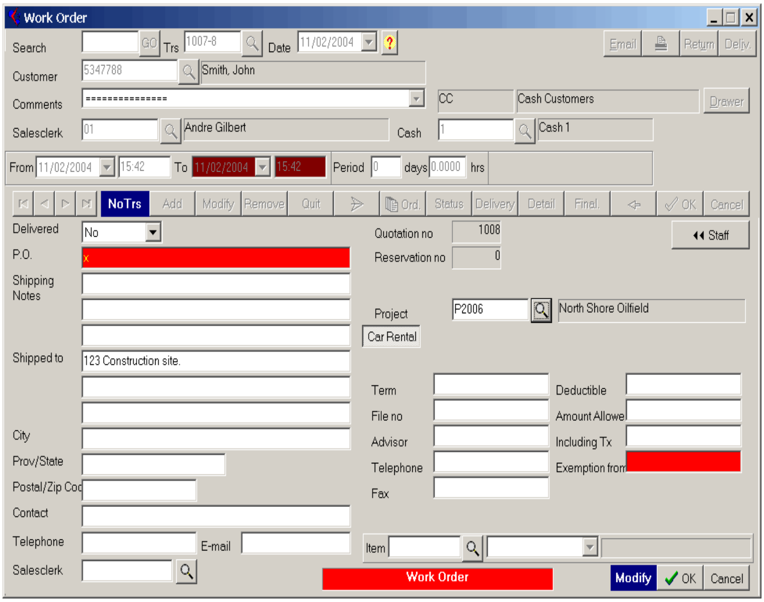
4 Click **OK**.

Assigning Rental Resources to a Project

You can assign the rental of an item to a project rather than a customer.

■ To Assign Rental Resources to a Project:

1. Click the **Delivery** button on any of the transaction windows (Quotation, Customer Order, Reservation, Work Order or Rental Contract).


Work Order
GO
Email
Return
Deliv.
Drawer
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
Staff
Car Rental
Work Order
Modify
OK
Cancel

Trs: 1007-8
Date: 11/02/2004
Customer: 5347788 Smith, John
Comments: ===============
CC: Cash Customers
Salesclerk: 01 Andre Gilbert
Cash: 1 Cash 1
From: 11/02/2004 15:42
To: 11/02/2004 15:42
Period: 0 days 0.0000 hrs
Delivered: No
P.O.: x
Quotation no: 1008
Reservation no: 0
Project: P2006 North Shore Oilfield
Shipped to: 123 Construction site.
Shipping Notes:
City:
Prov/State:
Postal/Zip Cod:
Contact:
Telephone:
E-mail:
Salesclerk:
Term:
File no:
Advisor:
Telephone:
Fax:
Deductible:
Amount Allowe:
Including Tx:
Exemption from:
Item:

2. Click the **Modify** button at the bottom of the window.
3. In the **Project** field, either type the Project code that you want to assign rental resources to, or click the Search 🔍 icon and select a Project from the list.
4. Click **OK**.

Entering Data: Managing Staff

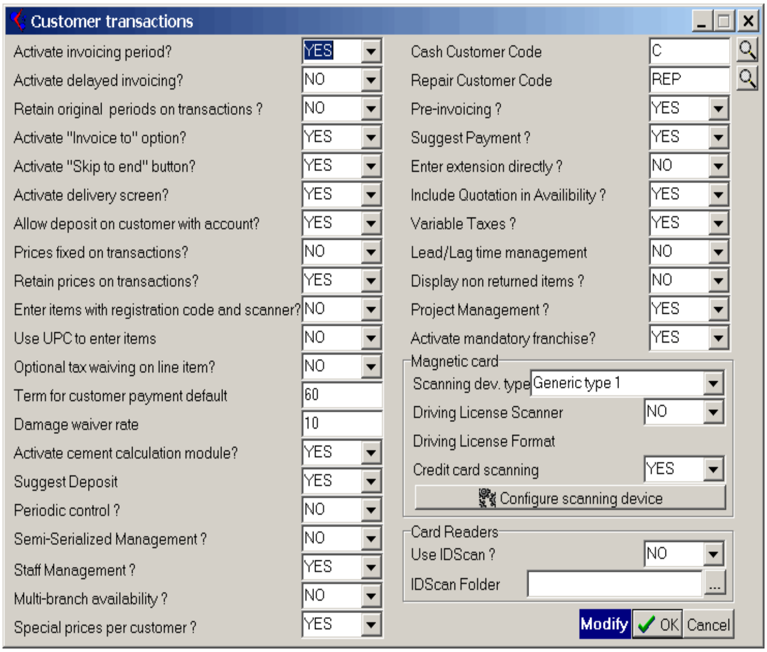
Configuring Sirius for Staff Management

Before you can add staff to Sirius, you must first activate the Staff Management option in Customer Transactions.

To Configure Sirius for Staff Management:

1 Choose **Branches** - **Customer Transactions** from the Configuration menu.

The CUSTOMER TRANSACTIONS window will appear.



Activate invoicing period? YES
Activate delayed invoicing? NO
Retain original periods on transactions ? NO
Activate "Invoice to" option? YES
Activate "Skip to end" button? YES
Activate delivery screen? YES
Allow deposit on customer with account? YES
Prices fixed on transactions? NO
Retain prices on transactions? YES
Enter items with registration code and scanner? NO
Use UPC to enter items NO
Optional tax waiving on line item? NO
Term for customer payment default 60
Damage waiver rate 10
Activate cement calculation module? YES
Suggest Deposit YES
Periodic control ? NO
Semi-Serialized Management ? NO
Staff Management ? YES
Multi-branch availability ? NO
Special prices per customer ? YES

Cash Customer Code C
Repair Customer Code REP
Pre-invoicing ? YES
Suggest Payment ? YES
Enter extension directly ? NO
Include Quotation in Availibility ? YES
Variable Taxes ? YES
Lead/Lag time management NO
Display non returned items ? NO
Project Management ? YES
Activate mandatory franchise? YES

Magnetic card
Scanning dev. type Generic type 1
Driving License Scanner NO
Driving License Format
Credit card scanning YES

Card Readers
Use IDScan ? NO
IDScan Folder

2 Click **Modify**.

3 Near the bottom of the first column, click the down-arrow button beside **Staff Management?** and select "Yes".

4 Click **OK**. For a detailed description of the CUSTOMER TRANSACTIONS window, see *"Appendix A"*.

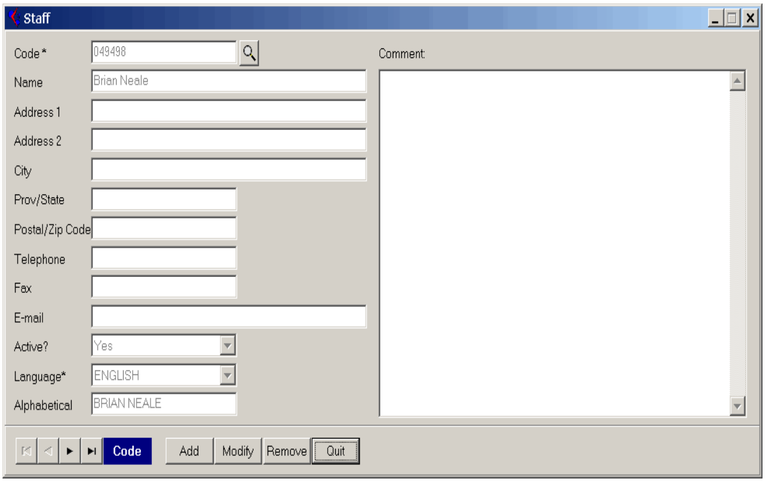
5 Click **Quit**.

Once activated, the "Staff" option is added to the Data menu.

Accessing the Staff window

1 Choose **Staff...** from the Data menu.

The STAFF window will appear.


Staff
Address 1
Address 2
City
Prov/State
Postal/Zip Code
Telephone
Fax
E-mail
Comment
Code
Add
Modify
Remove
Quit

Code* 049498
Name Brian Neale
Active? Yes
Language* ENGLISH
Alphabetical BRIAN NEALE

Adding Staff

1 In the **Code** field, type a unique code that will identify the staff member you are adding.

2 In the **Name** field, type the full name of the staff member.

3 Type the staff member's address, telephone, fax and email information.

4 In the **Active** field, leave "Yes" if the staff member is an active employee. If not, select "No".

5 In the **Language** field, select the staff member's primary language—"English", "French" or "Other".

6 In the **Comment** text box, type any comments you want to make in regards to the staff member.

7 Click **OK**.

8 Click **Quit**.

Notice that after you've finished typing the staff member's name, it will automatically appear in the Alphabetical field at the bottom of the window.

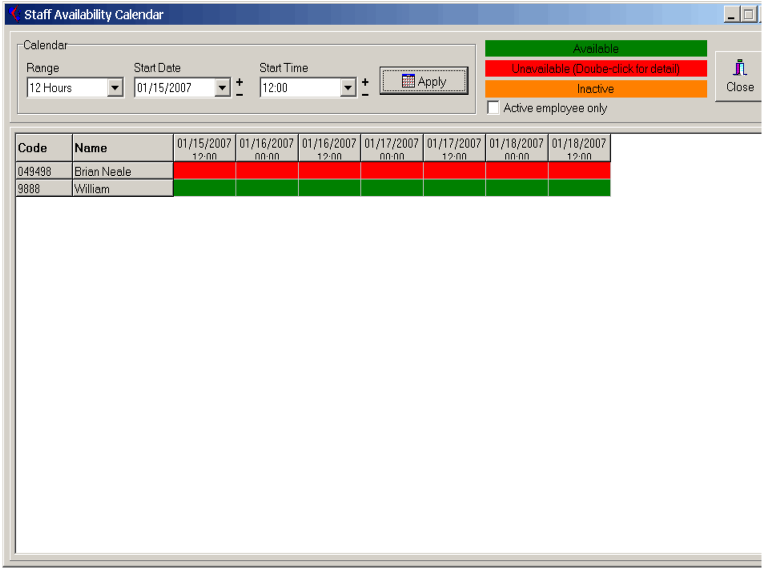
Viewing Staff Availability Using the Availability Calendar

You can use the Staff Availability Calendar for the staff to perform tasks within the worked days.

To View Staff Availability Using the Availability Calendar:

1 Choose **Staff Availability Calendar** from the **Inquiries** menu.

The STAFF AVAILABILITY window will appear.



Staff Availability Calendar
Calendar
Apply
Available
Unavailable (Doube-click for detail)
Inactive
Close

Range: 12 Hours

Start Date: 01/15/2007

Start Time: 12:00

☐ Active employee only

Code	Name	01/15/2007 12:00	01/16/2007 00:00	01/16/2007 12:00	01/17/2007 00:00	01/17/2007 12:00	01/18/2007 00:00	01/18/2007 12:00
049498	Brian Neale	🟥	🟥	🟥	🟥	🟥	🟥	🟥
9888	William	🟩	🟩	🟩	🟩	🟩	🟩	🟩

2 In the **Range** field, click the down-arrow button and select the time period for which you want to see if staff are available. For example, the next 15 minutes, 30 minutes or 1 day, etc.

3 Depending on your selection in the **Range** field, do one of the following:

- If you chose minutes or hours as the time period, select the **Start Date** and **Start Time** to specify the range of time for which you want to check staff availability.

To quickly move through the Start Date and Start Times, click the + and - buttons beside each field.

- If you chose "1 Day", leave the current date selected or choose another day.

4. Click **Apply**.
5. The names of the staff members and their availability are shown on the window:
    - **Green** indicates the staff member is available for the time period.
    - **Red** indicates the staff member is unavailable. Double-click on the line to view a pop-up window containing details of the assignment the staff member is currently working on.Click **Close** to remove the pop-up window.
    - **Orange** indicates the staff member is an Inactive employee.
6. Once you've finished viewing staff availability, click **Close**.

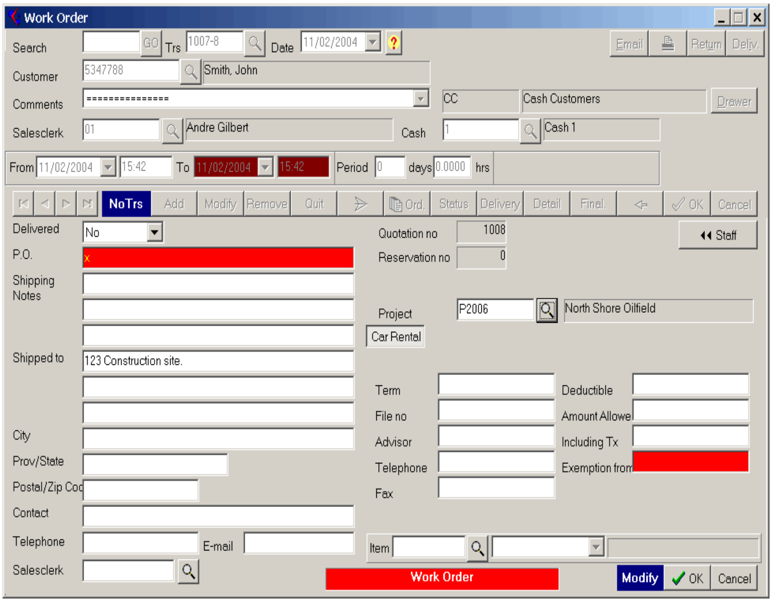
If you only want to view the availability of Active employees, click the check box beside ***Active Employee*** *only.*

Modifying Staff Availability.

You can modify staff availability when processing transactions for a customer.

■ To Modify Staff Availability:

1 Click the **Delivery** button when working on any of the transaction windows (Quotation, Customer Order, Reservation, Work Order or Rental Contract).

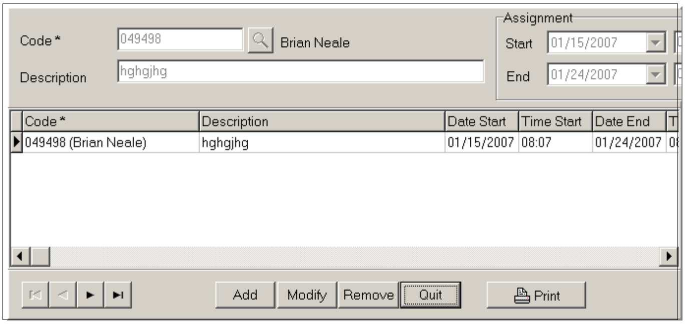

Work Order
GO
Email
Return
Deliv.
Drawer
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
Staff
Car Rental
Work Order
Modify
OK
Cancel

Search
Trs 1007-8
Date 11/02/2004
Customer 5347788 Smith, John
Comments ================
CC Cash Customers
Salesclerk 01 Andre Gilbert
Cash 1 Cash 1
From 11/02/2004 15:42 To 11/02/2004 15:42 Period 0 days 0.0000 hrs
Delivered No
P.O. x
Shipping Notes
Quotation no 1008
Reservation no 0
Project P2006 North Shore Oilfield
Shipped to 123 Construction site.
City
Prov/State
Postal/Zip Cod
Contact
Telephone
E-mail
Salesclerk
Term
File no
Advisor
Telephone
Fax
Deductible
Amount Allowe
Including Tx
Exemption from
Item

2 Click the **Modify** button at the bottom of the Delivery pane.

3 Click the **Staff** button on the right-side of the window.

The Staff Assignment pane will appear.


Add
Modify
Remove
Quit
Print

Code * 049498 Brian Neale
Description hghgjhg
Assignment
Start 01/15/2007
End 01/24/2007

Code *	Description	Date Start	Time Start	Date End
049498 (Brian Neale)	hghgjhg	01/15/2007	08:07	01/24/2007

4 Do one of the following:

- To add an assigment for a staff member, click the **Add** button and either type the name of the employee in the **Code** field, or click the Search 🔍 icon and select one from the list. Type a **description**, select an assignment **Start** and **End Date** and then click **Ok**.
- To modify an assignment, click the **Modify** button, make the necessary changes and then click **OK**.

The changes you made will now be reflected on the STAFF AVAILABILITY window. See *“Viewing Staff Availability Using the Availability Calendar” on page 106*.

Chapter 6

Managing Transactions

This chapter introduces you to the various transactions available in Sirius and shows you how to create and modify a rental contract.

Here’s what you’ll find in this chapter:

- What are Transactions?
- Types of Transactions
- Creating a Rental Contract
- Modifying Rental Contracts
- Printing a Rental Contract
- Cloning a Rental Contract
- Printing a Pick Up Slip
- Transforming a Rental Contract into a Rental Invoice
- Archiving a Rental Contract
- Transforming Other Transactions

What are Transactions?

Transactions in Sirius correspond to the tasks you perform in operating your rental business. These include, Quotations, Customer Orders, Work Orders, Reservations and Rental Contracts.

For example, you might start off by preparing a quotation, then if accepted, transform it into a Reservation, Customer Order, Work Order or Rental Contract. Once the transaction is completed, you can then issue an invoice to the customer.

Types of Transactions

There are five types of transactions—Quotations, Customer Order, Work Order, Reservations and Rental Contract.

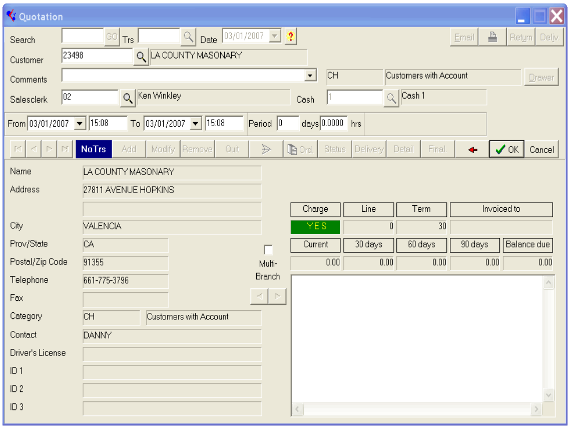
Quotations

A quotation provides the customer with the price of a sales or rental item. Once accepted, it can be transformed into a Reservation, Customer Order, Work Order, or Rental Contract. See *"Transforming the Rental Contract into a Rental Invoice" on page 133* for instructions on using the transformation feature.

Since the instructions for completing each of these transactions are almost identical, only detailed instructions for Rental Contract have been provided in this chapter.

■ To Access Quotations:

1 Choose **Quotation** from the **Customer Operations** menu.



Date 03/01/2007
Customer 23498 LA COUNTY MASONARY
Comments
CH Customers with Account
Salesclerk 02 Ken Winkley
Cash 1 Cash 1
From 03/01/2007 15:08 To 03/01/2007 15:08 Period 0 days 0.0000 hrs
Name LA COUNTY MASONARY
Address 27811 AVENUE HOPKINS
City VALENCIA
Prov/State CA
Postal/Zip Code 91355
Telephone 661-775-3796
Fax
Category CH Customers with Account
Contact DANNY
Driver's License

Charge	Line	Term	Invoiced to	
YES	0	30		
Current	30 days	60 days	90 days	Balance due
0.00	0.00	0.00	0.00	0.00

2 Follow the instructions shown for creating a Rental Contract. See *"Creating a Rental Contract" on page 116*.

Customer Order

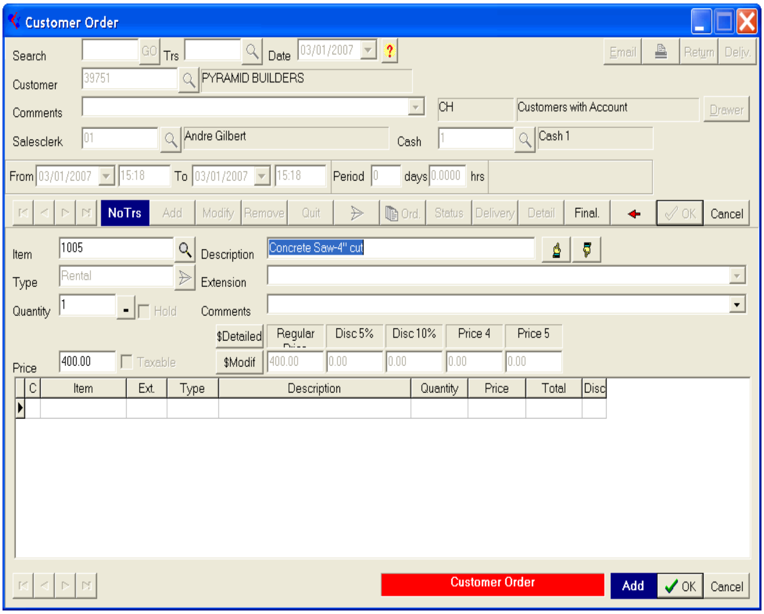
A customer order is used to reserve a sales item for a customer. You may also place rental or service items on this document; however, these items will be considered as disposable and will be treated as sales items.

You can create an order for a customer either from scratch or by transforming it from an existing quotation. Once the customer purchases the item, the Customer Order is transformed into an Invoice. See *"Transforming the Rental Contract into a Rental Invoice" on page 133* for instructions on using the transformation feature.

■ To Access Customer Orders:

1 Choose **Customer Order - Sales** from the **Customer Operations** menu.

The CUSTOMER ORDER window will appear.



Customer Order

Date 03/01/2007

Customer 39751 PYRAMID BUILDERS

CH Customers with Account

Salesclerk 01 Andre Gilbert

Cash 1 Cash 1

From 03/01/2007 15:18 To 03/01/2007 15:18 Period 0 days 0.0000 hrs

Item 1005

Description Concrete Saw-4" cut

Type Rental

Quantity 1

Price 400.00

$Detailed	Regular Price	Disc 5%	Disc 10%	Price 4	Price 5
$Modif	400.00	0.00	0.00	0.00	0.00

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc

Search
GO
Trs
Email
Return
Deliv.
Comments
Drawer
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
Extension
Hold
Taxable
Customer Order
Add
OK
Cancel

2 Follow the instructions shown for creating a Rental Contract. See *"Creating a Rental Contract" on page 116*.

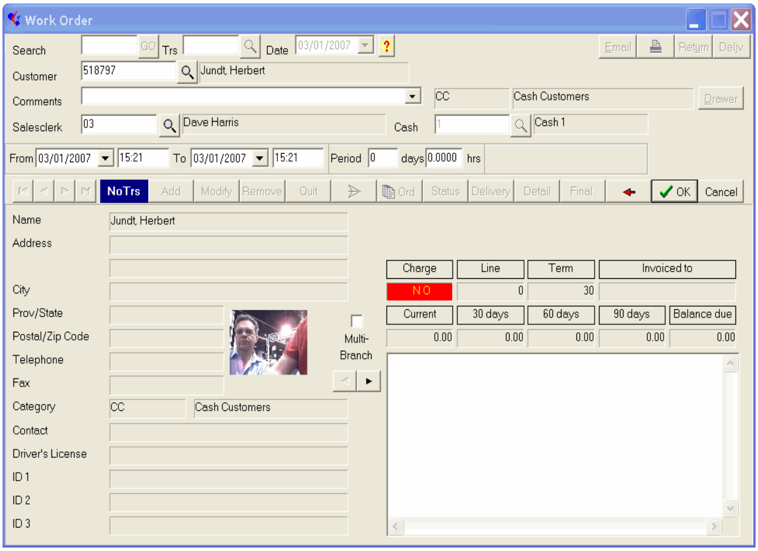
Work Order

A Work Order is used to reserve a service for a customer. The Work Order can be mailed or emailed to the customer, and once the service is completed it can be automatically transformed into an invoice.

■ To Access a Work Order:

1 Choose **Work Order** from the **Customer Operations** menu.

The WORK ORDER window will appear.


Work Order
GO
Email
Return
Deliv.
Drawer
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
Multi-Branch

Search
Trs
Date 03/01/2007
Customer 518797 Jundt, Herbert
Comments
CC Cash Customers
Salesclerk 03 Dave Harris
Cash 1 Cash 1
From 03/01/2007 15:21 To 03/01/2007 15:21 Period 0 days 0.0000 hrs

Name Jundt, Herbert
Address
City
Prov/State
Postal/Zip Code
Telephone
Fax
Category CC Cash Customers
Contact
Driver's License
ID 1
ID 2
ID 3

Charge	Line	Term	Invoiced to
NO	0	30	

Current	30 days	60 days	90 days	Balance due
0.00	0.00	0.00	0.00	0.00

Reservations

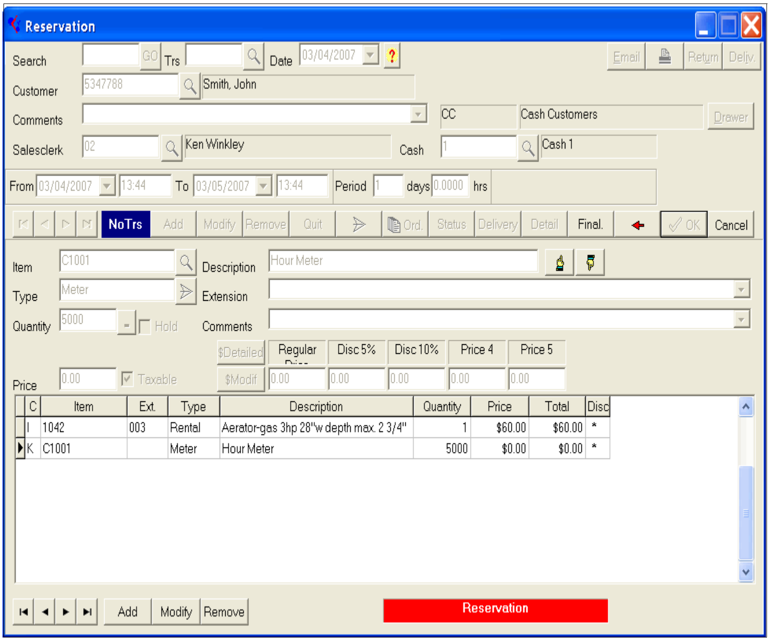
A Reservation is used to reserve a rental item for a customer. You may also place sales or service items on reservations.

The Reservation can be mailed or emailed to the customer, and once it has been rented, it is transformed into an Invoice.

■ To Access a Reservation:

1 Choose **Reservation** from the **Customer Operations** menu.

The RESERVATION window will appear.


Reservation
GO
Email
Return
Deliv.
Drawer
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
Hold
$Detailed
$Modif
Regular Price
Disc 5%
Disc 10%
Price 4
Price 5
Add
Modify
Remove
Reservation

Search:
Trs:
Date: 03/04/2007
Customer: 5347788 Smith, John
Comments:
CC: Cash Customers
Salesclerk: 02 Ken Winkley
Cash: 1 Cash 1
From: 03/04/2007 13:44 To: 03/05/2007 13:44 Period: 1 days 0.0000 hrs
Item: C1001 Description: Hour Meter
Type: Meter Extension:
Quantity: 5000 Comments:
Price: 0.00 ☑ Taxable
Regular Price: 0.00 Disc 5%: 0.00 Disc 10%: 0.00 Price 4: 0.00 Price 5: 0.00

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc
I	1042	003	Rental	Aerator-gas 3hp 28"w depth max. 2 3/4"	1	$60.00	$60.00	*
K	C1001		Meter	Hour Meter	5000	$0.00	$0.00	*

2 Follow the instructions shown for creating a Rental Contract. See *“Creating a Rental Contract” on page 116*.

Rental Contracts

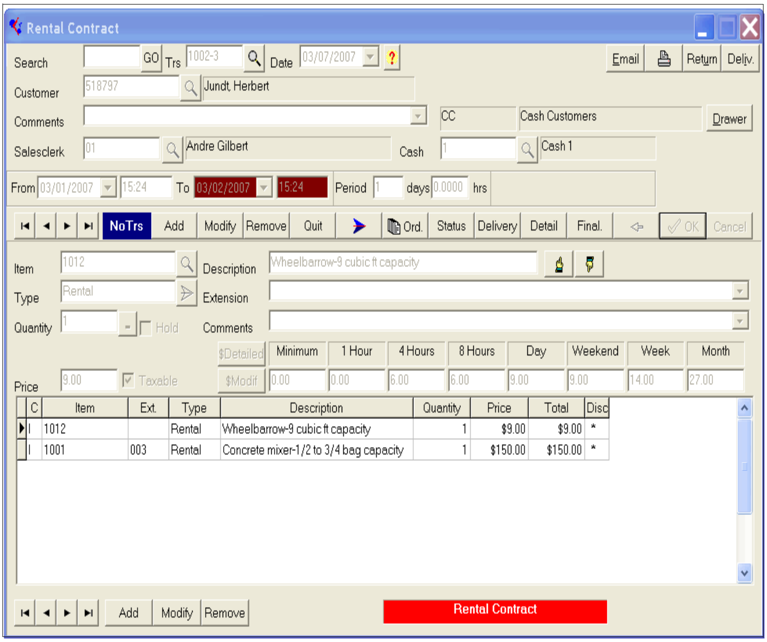
A Rental Contract is a formal agreement with the customer that specifies the item being rented, the period of time it is being rented for and the rental price.

The Rental Contract can be mailed or emailed to the customer, and once the item has been rented it can be transformed into an Invoice.

Accessing the Rental Contract Window

1 Choose **Rental Contract** from the **Customer Operations** menu.

The RENTAL CONTRACT window will appear.


Rental Contract
GO
Email
Return
Deliv.
Drawer
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
$Detailed
$Modif
Add
Modify
Remove
Rental Contract

Trs 1002-3
Date 03/07/2007
Customer 518797 Jundt, Herbert
CC Cash Customers
Salesclerk 01 Andre Gilbert
Cash 1 Cash 1
From 03/01/2007 15:24 To 03/02/2007 15:24 Period 1 days 0.0000 hrs
Item 1012
Description Wheelbarrow-9 cubic ft capacity
Type Rental
Quantity 1 ☐ Hold
Price 9.00 ☑ Taxable

Minimum	1 Hour	4 Hours	8 Hours	Day	Weekend	Week	Month
0.00	0.00	6.00	6.00	9.00	9.00	14.00	27.00

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc
I	1012		Rental	Wheelbarrow-9 cubic ft capacity	1	$9.00	$9.00	*
I	1001	003	Rental	Concrete mixer-1/2 to 3/4 bag capacity	1	$150.00	$150.00	*

Creating a Rental Contract

1 On the RENTAL CONTRACT window, click the **Add** button on the Toolbar.

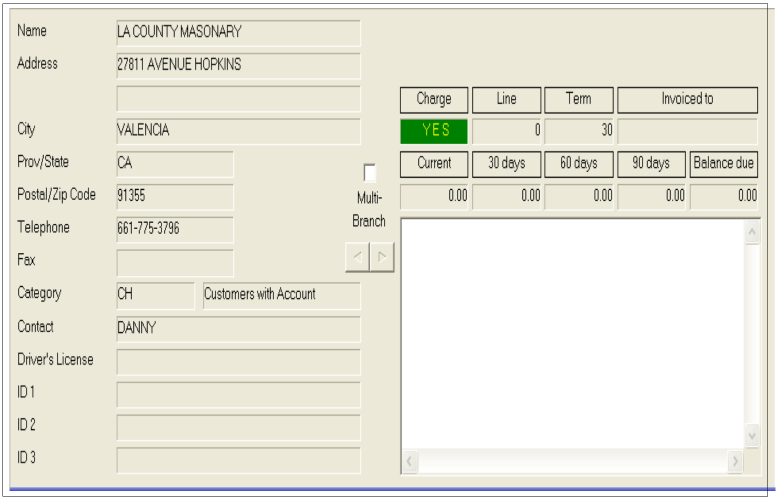
The window refreshes with the cursor in the **Customer** field.

2 In the **Customer** field, use either of the following methods to select the customer:

- Type the customer code (if known) and press **Enter**.
- Click the **Search** icon and select a customer from the list. See *"Searching for Rental Contracts" on page 123*.

Once you've selected a customer, the name, addresses and account status of the customer is automatically displayed as shown in the example below.

The Credit Status of the customer is displayed in the ***Charge*** *field.If the customer has gone over their credit limit or past their payment term "Payment Default" will be shown in red.*



Name: LA COUNTY MASONARY
Address: 27811 AVENUE HOPKINS
City: VALENCIA
Prov/State: CA
Postal/Zip Code: 91355
Telephone: 661-775-3796
Fax:
Category: CH Customers with Account
Contact: DANNY
Driver's License:
ID 1:
ID 2:
ID 3:

☐ Multi-Branch

Charge	Line	Term	Invoiced to
YES	0	30	

Current	30 days	60 days	90 days	Balance due
0.00	0.00	0.00	0.00	0.00

3 In the **Salesclerk** field, use either of the following methods to select the customer Sales Representative:

- Type the Salesclerk code (if known) and press Enter.
- Click the **Search** icon to display the SALESCLERK SEARCH window and select a Salesclerk.

4 To select the rental dates and times, do the following in the **From** and **To** fields

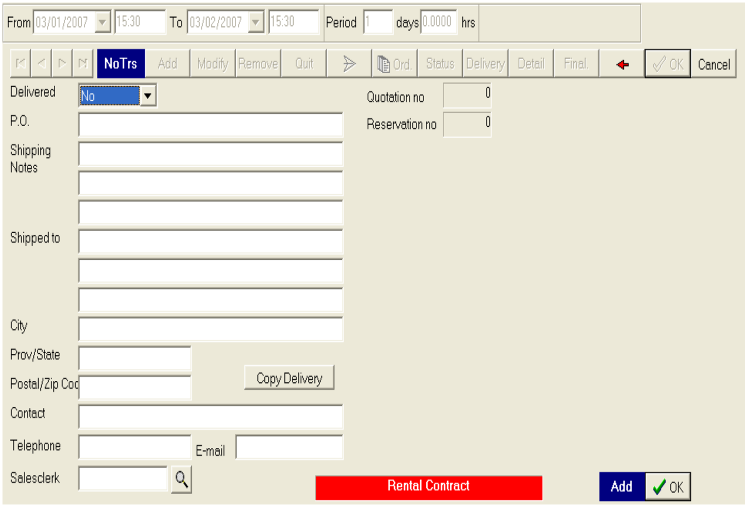
- In the **From** field:
    - Accept the default current date shown, or click the down-arrow button and select a different date in the calendar. This is the date the items go out.
    - Type the time of day the rental starts in the **Time** field. This is the time the items go out.
- In the **To** field:
    - Accept the default current date, or click the down-arrow button and select the date you expect the rental items to be returned.
    - Type the time of day the rental items are to be returned in the **Time** field.

The From and To dates are used to calculate the availability of your equipment. You can change the return date and time later once the item has been returned.

5 Notice that the system will automatically calculate the total rental days and hours in the **Period** fields. If you manually change the duration period, Sirius will automatically adjust the return date and/or time.

If you activated the Invoicing Period option during Configuration, the Invoicing days and hrs fields will appear. See “Setting Customer Transaction Options” on page 333 in the Appendix.

6 Click **OK**. The window refreshes and the Delivery pane is displayed as shown in the example below.


From 03/01/2007 15:30 To 03/02/2007 15:30 Period 1 days 0.0000 hrs

Delivered: No

Quotation no: 0

Reservation no: 0

NoTrs
Add
Modify
Remove
Quit
Ord
Status
Delivery
Detail
Final
OK
Cancel
P.O.
Shipping Notes
Shipped to
City
Prov/State
Postal/Zip Cod
Contact
Telephone
E-mail
Salesclerk
Copy Delivery
Rental Contract
Add
OK

7 Do one of the following in the Delivery pane:

- If the rental item is to be delivered to the customer, select "Yes" in the **Delivery** field and enter the shipping notes, address and contact information.

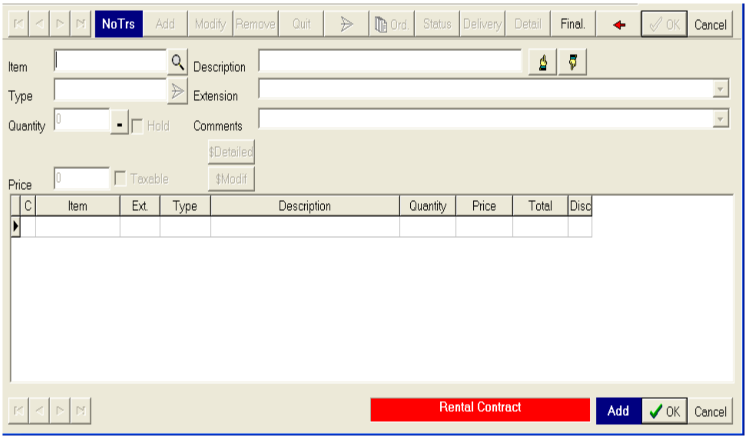
If you enter "Yes" to Delivery you will be able to print a chronological list of all the transactions to be delivered. See *“Printing a Delivery Slip for a Reservation” on page 197*.

- If the rental item is not being delivered, leave ’No’ selected in the **Delivered** field.

Fields that are in red are mandatory.

8 Click **OK**.

The window refreshes and the Rental Item pane is displayed as shown in the example below.

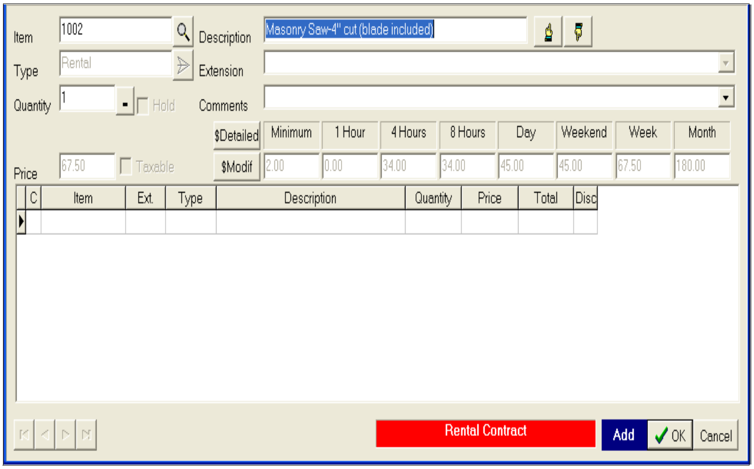

NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
Item
Description
Type
Extension
Quantity
0
Hold
Comments
$Detailed
Price
0
Taxable
$Modif
C
Item
Ext.
Type
Description
Quantity
Price
Total
Disc
Rental Contract
Add
OK
Cancel

9 In the **Item** field, use either of the following methods to select the items the customer wants to rent:

- Type the Item code (if known) and press **Enter**.
- Click the **Search** icon 🔍 to display the ITEM SEARCH dialog and select an item.

Click the ← icon to go back to the previous pane (Delivery)

10 The details of the item will appear as shown in the example below.



Item 1002
Description Masonry Saw-4" cut (blade included)
Type Rental
Extension
Quantity 1 ☐ Hold
Comments
Price 67.50 ☐ Taxable

Minimum	1 Hour	4 Hours	8 Hours	Day	Weekend	Week	Month
2.00	0.00	34.00	34.00	45.00	45.00	67.50	180.00

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc

To maximize the Item pane click the ☝ icon. To minimize, click the 👇 icon.

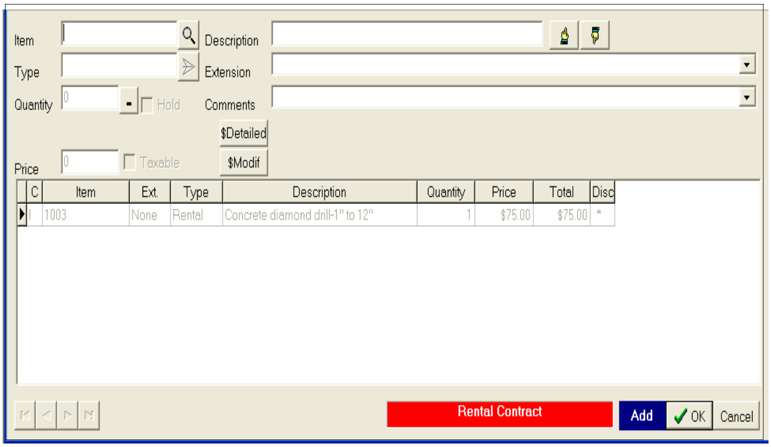
11 Do any or all of the following in the details section:

- If the Item you selected is a Serial item, click the arrow-button in the **Extension** field and select the correct serial number extension.
- Comments that have been entered about the item can be viewed, by clicking the down-arrow button in the **Comments** field.
- To change the quantity needed, enter the number in the **Quantity** field.
- Click the **$Detailed** button to view the surcharge rates for the item.
- To change the rates for the item, click the **$Modif** button and move to the applicable period box and change the rate.

12 Click **OK**.

Notice that the item now appears in the table at the bottom of the window.

If the item you selected is not available in inventory, the ***AVAILABILITY VERIFICATION*** *pop-up window appears. An "X" will appear in the* ***Qty Available*** *field to indicate the item is out of stock.*



Quantity: 0
Price: 0

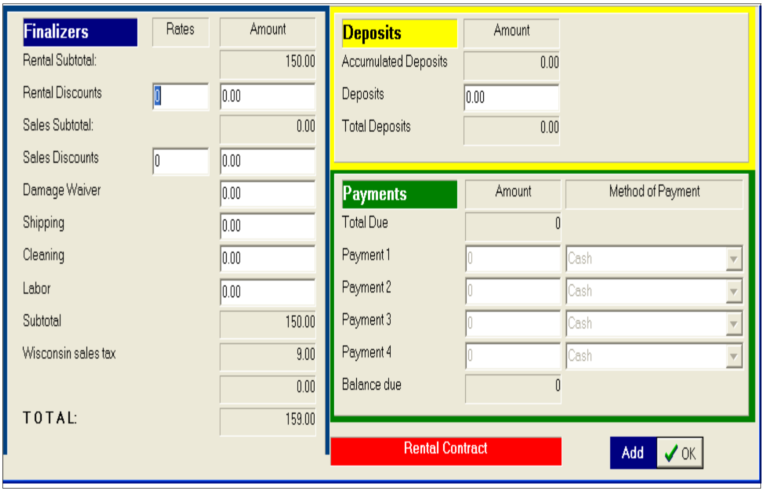
C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc
1	1003	None	Rental	Concrete diamond drill-1" to 12"	1	$75.00	$75.00	*

13 Repeat the above step for each item being rented by the customer.

14 To finalize the quotation, click the **Final** button on the Toolbar in the middle of the window.

The system refreshes and displays three additional panels—**Finalizers**, **Deposits** and **Payments** as shown in the example below.

If the Item has an accessory or is part of a kit you will be prompted to make a selection. See "Adding Accessories" on page 145 and "Adding Kits as an Item" on page 144.ow.



Finalizers	Rates	Amount
Rental Subtotal:		150.00
Rental Discounts	0	0.00
Sales Subtotal:		0.00
Sales Discounts	0	0.00
Damage Waiver		0.00
Shipping		0.00
Cleaning		0.00
Labor		0.00
Subtotal		150.00
Wisconsin sales tax		9.00
		0.00
TOTAL:		159.00

Deposits	Amount
Accumulated Deposits	0.00
Deposits	0.00
Total Deposits	0.00

Payments	Amount	Method of Payment
Total Due	0	
Payment 1	0	Cash
Payment 2	0	Cash
Payment 3	0	Cash
Payment 4	0	Cash
Balance due	0	

15 In the **Finalizers** pane, do the following:

- Add any applicable Rental or Sales Discounts, Damage Waivers, Shipping, Cleaning and Labour charges.
- In the **Sales tax** field, the proper tax code appears. The default tax codes are defined in Customer Categories. See *"Setting Up Customer Categories" on page 48*.
- If additional taxes apply, click the drop-down list box and select another tax code.
- To remove a tax, simply leave the list box blank.

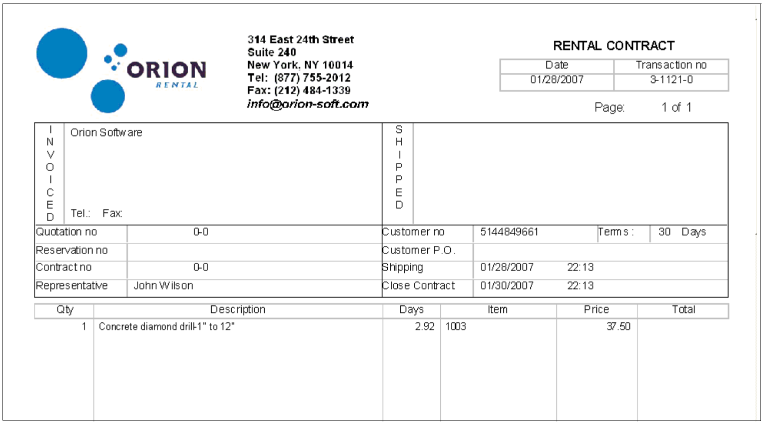
Scanning the credit card DOES NOT authorize payment, it simply records the customer's credit card information, Once the sales or rental transaction is complete, the credit card information can then be processed for payment.

16 In the **Deposits** and **Payments** pane, do one of the following:

- If the item does not require a deposit, click **OK**. The Rental Contract will be automatically displayed. See *"Printing Forms and Reports in Sirius" on page 33*.
- If the item requires a deposit, do the following:
  - Type the amount in the **Deposits** field and click OK.
  - Type the deposit amount paid in the **Payment 1** field.
  - Click the down-arrow button to select a payment method. For example, Cash, Check, MasterCard, etc.
  - If the payment is by credit card, and you have set up a scanner in Sirius, click the **Auth. Credit Card** button to scan the credit card information. Click **Quit.**
  - Click **OK** on the Work Order window.

You can configure Sirius to automatically insert the Payment that equals the the Amount Due. See "Setting Customer Transaction Options" on page 333 in the Appendix.

The Rental Contract is displayed as shown in the example below.



ORION
RENTAL

314 East 24th Street
Suite 240
New York, NY 10014
Tel: (877) 755-2012
Fax: (212) 484-1339
info@orion-soft.com

RENTAL CONTRACT

Date	Transaction no
01/28/2007	3-1121-0

Page: 1 of 1

INVOICED	SHIPPED
Orion Software Tel.: Fax:	

Quotation no	0-0	Customer no	5144849661	Terms :	30 Days
Reservation no		Customer P.O.			
Contract no	0-0	Shipping	01/28/2007 22:13		
Representative	John Wilson	Close Contract	01/30/2007 22:13		

Qty	Description	Days	Item	Price	Total
1	Concrete diamond drill-1" to 12"	2.92	1003	37.50	

See *“Printing Forms and Reports in Sirius” on page 33* for detailed instructions.

Searching for Rental Contracts

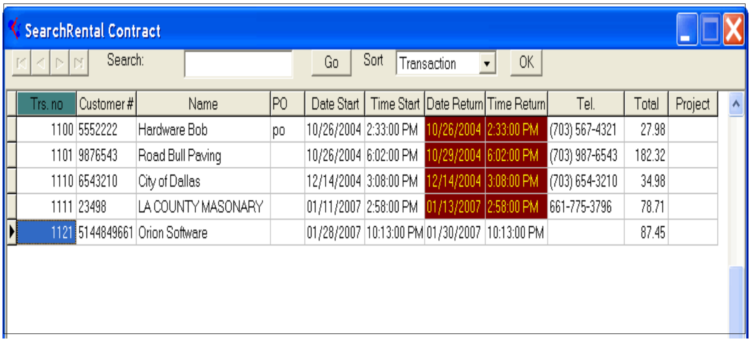
You can quickly search for and select existing Rental Contract transactions. Once found, you can then view or modify the information.

■ To Search for Rental Contracts:

*To quickly locate a Rental Contract, type the "Transaction number" in the **Search** field and click **Go**, or use the control buttons ⏮ ◀ ▶ ⏭ at the bottom of the window to scroll through the Rental Contracts.*

1 On the RENTAL CONTRACT window, click the **Search** icon beside the **Trs** field.

The SEARCH RENTAL CONTRACT dialog box will appear.



Sort: Transaction

Trs. no	Customer #	Name	PO	Date Start	Time Start	Date Return	Time Return	Tel.	Total	Project
1100	5552222	Hardware Bob	po	10/26/2004	2:33:00 PM	10/26/2004	2:33:00 PM	(703) 567-4321	27.98	
1101	9876543	Road Bull Paving		10/26/2004	6:02:00 PM	10/29/2004	6:02:00 PM	(703) 987-6543	182.32	
1110	6543210	City of Dallas		12/14/2004	3:08:00 PM	12/14/2004	3:08:00 PM	(703) 654-3210	34.98	
1111	23498	LA COUNTY MASONARY		01/11/2007	2:58:00 PM	01/13/2007	2:58:00 PM	661-775-3796	78.71	
1121	5144849661	Orion Software		01/28/2007	10:13:00 PM	01/30/2007	10:13:00 PM		87.45	

2 In the **Sort** field, select how you want to search for the Rental Contract, by:

- Transaction Number (the default method)
- Transaction date
- Customer Code
- Customer Name
- Customer P.0.

3 Once you've selected a sort method, you can search for the Rental Contract using either of the following methods:

- In the **Search** field, type the first few characters or digits of the sort method you selected, then click **Go**. For example, if you selected "Customer Name" as the sort method, you would type the first few digits of the customer's name. Once found, a black arrow ▶ will point to the Item in the list.

◆ Use the ⏮ ◀ ▶ ⏭ arrows to move through the list and locate the Rental Contract:

⏮	Move to the top of the list.
◀	Move up one in the list.
▶	Move down one in the list.
⏭	Move to the end of the list

4 Once you’ve located the Rental Contract, you can use either of the following methods to select the transaction:

- Double-click on the name of the Rental Contract.
- Make sure the black-arrow ▶ is pointing at the Item and then click **OK**.

The Rental Contract window reappears with the Item record information displayed.

C

Click the ? icon to view the user who created the Rental Contract, and who last modified the transaction.

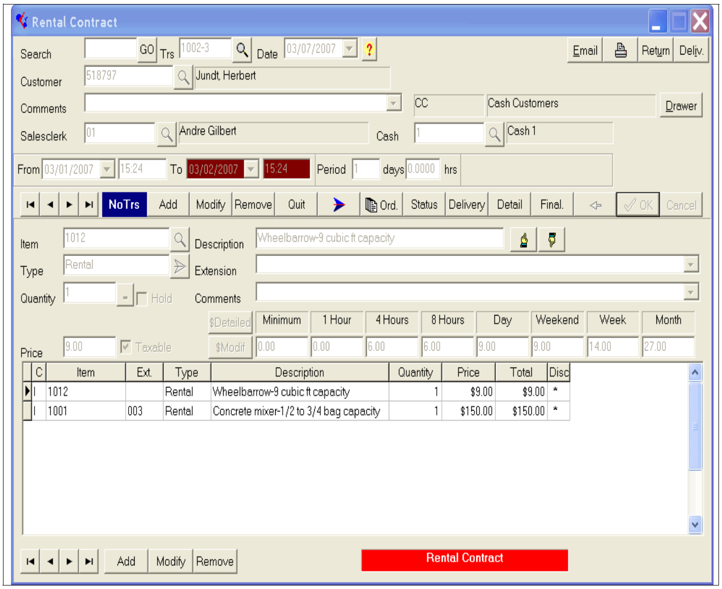
Modifying a Rental Contract

You can search for and select a Rental Contract and then modify the information. You can change the header information, the shipping address, add new items, and modify the deposit and payments amounts.

Selecting the Rental Contract Being Modified

1 Search for and select the Rental Contract you want to modify. See *“Searching for Rental Contracts” on page 123*.

The RENTAL CONTRACT window will appear.


Rental Contract
GO
Email
Return
Deliv.
Drawer
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
$Detailed
$Modif
Add
Modify
Remove
Rental Contract

Search
Trs 1002-3
Date 03/07/2007
Customer 518797 Jundt, Herbert
Comments
CC Cash Customers
Salesclerk 01 Andre Gilbert
Cash 1 Cash 1
From 03/01/2007 15:24 To 03/02/2007 15:24 Period 1 days 0.0000 hrs
Item 1012
Description Wheelbarrow-9 cubic ft capacity
Type Rental
Extension
Quantity 1
☐ Hold
Comments
Price 9.00
☑ Taxable

Minimum	1 Hour	4 Hours	8 Hours	Day	Weekend	Week	Month
0.00	0.00	6.00	6.00	9.00	9.00	14.00	27.00

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc
I	1012		Rental	Wheelbarrow-9 cubic ft capacity	1	$9.00	$9.00	*
I	1001	003	Rental	Concrete mixer-1/2 to 3/4 bag capacity	1	$150.00	$150.00	*

The Modify button at the bottom of the window is for modifying the Status, Delivery, Detail and Final panels, not the entire transaction.

2 Click the **Modify** button on the Toolbar in the centre of the window.

3 In the **Salesclerk** field, do one of the following:

- Type the Sales Representative’s code (if known).
- Click the **Search** icon 🔍 and select the name of the Sales Represenative who is modifying the Rental Contract.

Modifying the From and To Dates and the Time Period

1. Move through the **From**, **To** and **Period** fields and modify the dates and times as required.
2. Click **OK**.

Modifying the Delivery information

1. Click the **Delivery** button on the Toolbar in the centre of the window.
2. Click the **Modify** button at the bottom of the window.
3. Move through the fields and make your changes.
4. Click **OK**.

Modifying the Detail Information

1. Click the **Detail** button on the Toolbar in the centre of the window.
2. To modify an item:
   - In the Item table, click on the Item whose information you want to modify.
   - Click the **Modify** button at the bottom of the window.
   - Make your changes to the Quantity, Description, Extension and Comments fields.
   - Click **$Modif** to modify the rental rates and **$Detailed** to view the surcharge rates for overdue items.
   - Once you've finished, click the **End Modif** button.
3. To Add a new Item:
   - Click the **Add** button.

     The cursor jumps to the **Item** field.

- Select the item you want to add. See *“Creating a Rental Contract” on page 116* for instructions on adding items.
- Once you’ve finished adding, click the **End Modif** button.

Modifying Finalizer, Deposit and Payment Information

1. Click the **Final** button on the Toolbar in the centre of the window.
2. Click the **Modify** button at the bottom of the window.
3. Move through the Finalizers, Deposits and Payments panes and make the necessary changes.
4. Once you’ve finished, click **OK**.

Emailing a Rental Contract

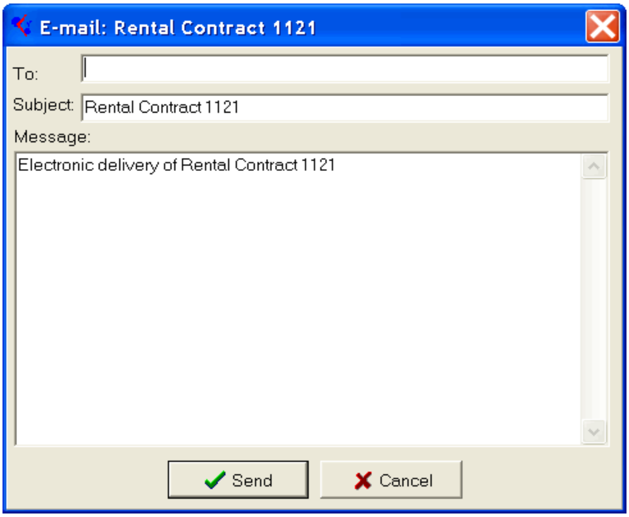
You can email a Rental Contract to the customer directly from the RENTAL CONTRACT window.

- **To Email a Rental Contract:**

1 Search for and select the Rental Contract you want to email. See *"Emailing a Rental Contract" on page 128*.

2 Click the **Email** button located in the top right-hand corner of the window.

The E-MAIL: RENTAL CONTRACT dialog box appears.



To:

Subject: Rental Contract 1121

Message:

Electronic delivery of Rental Contract 1121

Notice that the email is automatically addressed to the customer contact and the Subject and Message sections are completed. You can either accept the email information as shown, or change any or all of it.

3 Click **Send**.

The Rental Contract will be sent to the customer contact.

Cloning Rental Contracts

If you need to create a new Rental Contract for a customer that is similar to an existing one, you can duplicate or clone the existing one.

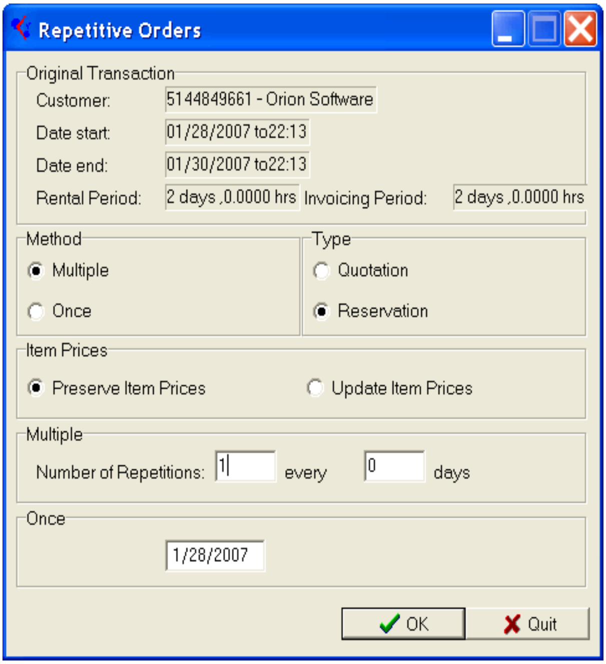
■ To Clone a Rental Contract:

1 On the RENTAL CONTRACT window, search for and select the customer's Rental Contract you want to clone.See *"Searching for Rental Contracts" on page 123*.

2 Click the Ord. icon on the Toolbar in the middle of the window.

The REPETITIVE ORDERS window will appear.

The top part of the REPETITIVE ORDERS window displays the original transaction information, including customer name, start and end dates and the rental period.



Original Transaction
Customer: 5144849661 - Orion Software
Date start: 01/28/2007 to22:13
Date end: 01/30/2007 to22:13
Rental Period: 2 days ,0.0000 hrs
Invoicing Period: 2 days ,0.0000 hrs

Method
● Multiple
○ Once

Type
○ Quotation
● Reservation

Item Prices
● Preserve Item Prices
○ Update Item Prices

Multiple
Number of Repetitions: 1 every 0 days

Once
1/28/2007

3 In the **Method** section, do one of the following:

- Click **Multiple** to clone multiple copies of the Rental Contract.
- Click **Once** to clone a single copy.

4 In the **Type** section, click **Rental Contract**.

5 In the **Item Prices** section, choose one of the following:

- Leave **Preserve Item Prices** selected, if you want to maintain the original item prices in the cloned Rental Contract.
- Click **Update Item Prices** if you want to change the item prices in the cloned Rental Contract.

6 If you selected "Multiple" in the **Method** section, type the number of times the Rental Contract should be cloned in the **Number of Repetitions** field and the frequency in the **days** field.

7 if you selected "Once" in the **Method** section, leave the current date selected in the **Once** section, or type a different date to clone the Rental Contract.

8 Click **OK**.

A message will appear, stating "Operation Completed"

9 Click **OK**.

10 Click **Quit.**

Printing a Pick-Up Slip

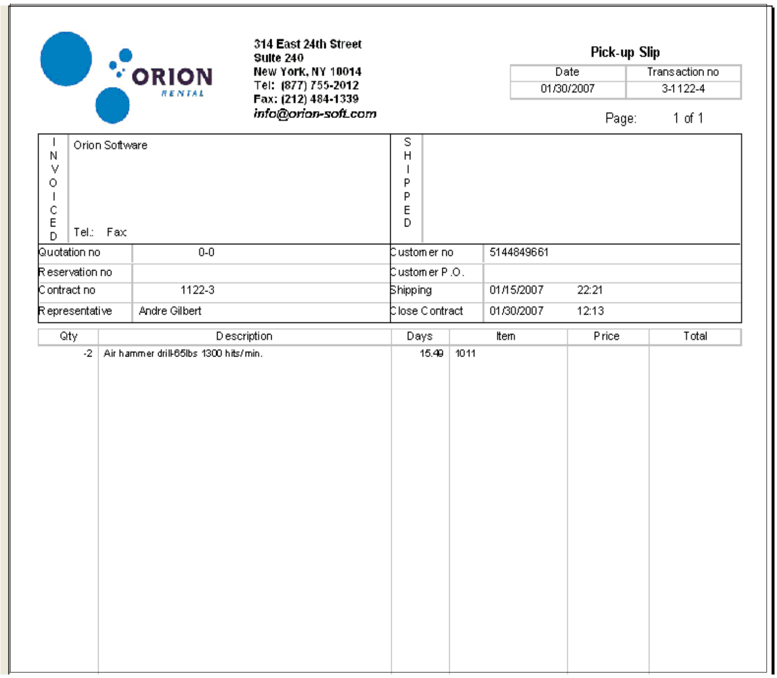
When renting items, you can print a Pick-Up Slip for the customer that shows the equipment they are renting.

■ To Print a Pick-Up Slip:

1 On the RENTAL CONTRACT window, search for and select the customer's Rental Contract for whom you want to print a pick-up slip. See *"Searching for Rental Contracts" on page 123*.

2 Click the **Return** button in the top-right corner of the RENTAL CONTRACT window.

The pick up slip will appear in the viewer.



314 East 24th Street
Suite 240
New York, NY 10014
Tel: (877) 755-2012
Fax: (212) 484-1339
info@orion-soft.com

Pick-up Slip

Date	Transaction no
01/30/2007	3-1122-4

Page: 1 of 1

INVOICED	Orion Software Tel.: Fax	SHIPPED	
Quotation no	0-0	Customer no	5144849661
Reservation no		Customer P.O.	
Contract no	1122-3	Shipping	01/15/2007 22:21
Representative	Andre Gilbert	Close Contract	01/30/2007 12:13

Qty	Description	Days	Item	Price	Total
-2	Air hammer drill-65lbs 1300 hits/min.	15.49	1011		

3 Click the **Print** icon to print the Pick Up Slip. See *"Printing Forms and Reports in Sirius" on page 33* for additional viewer instructions.

Printing a Delivery Slip

You can print a delivery slip for a rental contract which lists the items a customer is renting and the price.

■ To Print a Delivery Slip for a Reservation:

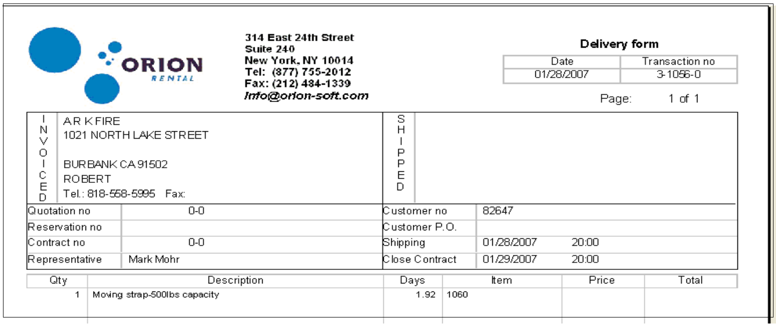
1. Choose **Reservation** from the **Customer Operations** menu.

   The RESERVATION window will appear.

2. Search for an select the reservation for which you want to print a delivery slip.

3. Click the **Deliv** button in the top right-hand corner.

   The Delivery Slip will be displayed as shown in the example below. See *"Printing Forms and Reports in Sirius" on page 33*.



314 East 24th Street
Suite 240
New York, NY 10014
Tel: (877) 755-2012
Fax: (212) 484-1339
Info@orion-soft.com

Delivery form

Date	Transaction no
01/28/2007	3-1056-0

Page: 1 of 1

INVOICED
AR K FIRE
1021 NORTH LAKE STREET

BURBANK CA 91502
ROBERT
Tel.: 818-558-5995 Fax:

SHIPPED

Quotation no	0-0	Customer no	82647
Reservation no		Customer P.O.	
Contract no	0-0	Shipping	01/28/2007 20:00
Representative	Mark Mohr	Close Contract	01/29/2007 20:00

Qty	Description	Days	Item	Price	Total
1	Moving strap-500lbs capacity	1.92	1060		

Transforming the Rental Contract into a Rental Invoice

Once the Rental Contract has been completed it can be transformed into a Rental Invoice.

■ To Transform a Rental Contract:

1 On the **RENTAL CONTRACT** window, click the ➤ icon on the Toolbar in the centre of the window.

The RENTAL INVOICE window will automatically appear. See *"Chapter 12- Managing Invoices".*

Archiving a Rental Contract

Once a Rental Contract is no longer needed, you can remove it from Sirius.

■ To Archive a Rental Contract:

1 On the RENTAL CONTRACT window, search for and select the customer’s Rental Contract you want to archive. See *“Searching for Rental Contracts” on page 123*.

2 Click the **Remove** button on the Toolbar in the middle of the RENTAL CONTRACT window.

The Protect pop-up box appears, prompting you to enter a password.

3 Type the password.

A message appears, stating "Do you want to erase transaction".

4 Click **Yes** to remove the Rental Contract.

The password needed to delete a contract is contained in the "Password to Delete Contracts" field on the Operations window in Configuration, See “Configuring General Operations for a Branch” on page 344 in the Appendix.

Transforming Other Transactions

Once a transaction (except for Quotations) has been completed, you can transform it into a different transaction, as follows:

- Customer Orders: Once the customer purchases the item, this transaction can be transformed into an Invoice.
- Work Orders: Once the customer obtains the service, this transaction can be transformed into an Invoice.
- Reservation: Once the item is rented, this transaction can be transformed into an Invoice.

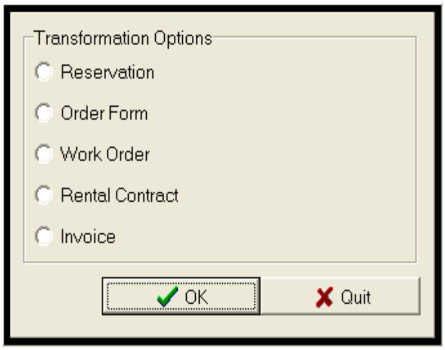
Transforming a Quotation

When you create a quotation and the customer decides to proceed, you can transform it into any of the other transactions—Customer Order, Work Order, Reservation or Rental Contract.

■ To Transform a Quotation:

1 On the Quotation window, click the ➤ icon on the Toolbar in the centre of the window.

The TRANSFORMATION OPTIONS dialog box will appear.



2 Click the radio button beside **Reservation**, **Order Form. Work Order, Rental Contract, or Invoice.**

3 Click **OK**.

Chapter 7
Processing Returns

This chapter shows you how to process returns and close the associated rental contracts.

Here's what you'll find in this chapter:

- Handling Partial Returns
- Closing Rental Contracts
- Identifying Equipment Needing Maintenance, Repair or Cleaning

Handling Partial Returns

If a customer returns some, but not all of the equipment they rented, you can return the items and invoice the customer for those items only.

If you have the "Delayed Invoicing" option activated, you can return the items, print a Return Slip and leave the contract open until all items are returned before you invoice the customer. See "Delayed Invoicing" option in "Appendix A - Branch Configuration" for details.

■ To Handle Partial Returns:

1 Choose **Rental Contract** from the **Customer Operations** menu.

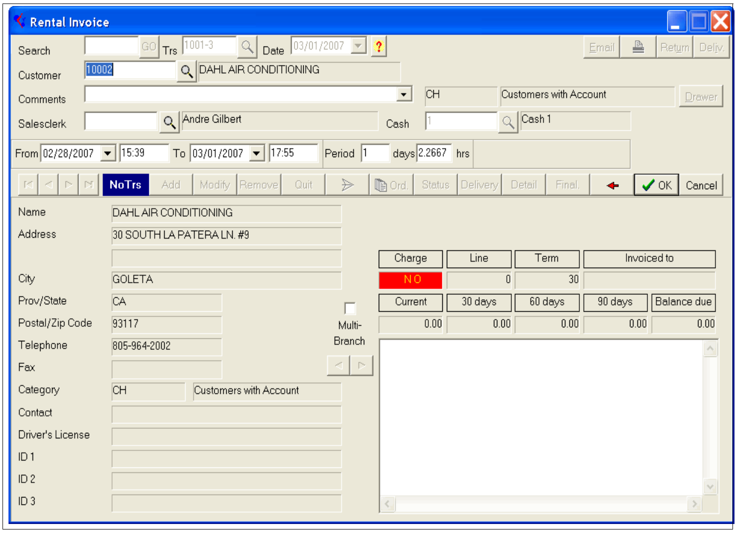
The RENTAL CONTRACT window will appear.

*To quickly locate a Rental Contract, type the Transaction Number in the **Search** field and click **Go**, or use the control buttons ⏮ ◀ ▶ ⏭ at the bottom of the window to scroll through the records.*

2 In the **Trs** field, click the search 🔍 icon and select the applicable rental contract. See *"Searching for Rental Contracts" on page 144* for instructions.

3 Click the Transformation ➤ icon.

The RENTAL INVOICE window will appear.



Search
Trs 1001-3
Date 03/01/2007
Customer 10002 DAHL AIR CONDITIONING
Comments
CH Customers with Account
Salesclerk Andre Gilbert
Cash 1 Cash 1
From 02/28/2007 15:39 To 03/01/2007 17:55 Period 1 days 2.2667 hrs
Name DAHL AIR CONDITIONING
Address 30 SOUTH LA PATERA LN. #9
City GOLETA
Prov/State CA
Postal/Zip Code 93117
Telephone 805-964-2002
Fax
Category CH Customers with Account
Contact
Driver's License
ID 1
ID 2
ID 3

Charge	Line	Term	Invoiced to
NO	0	30	

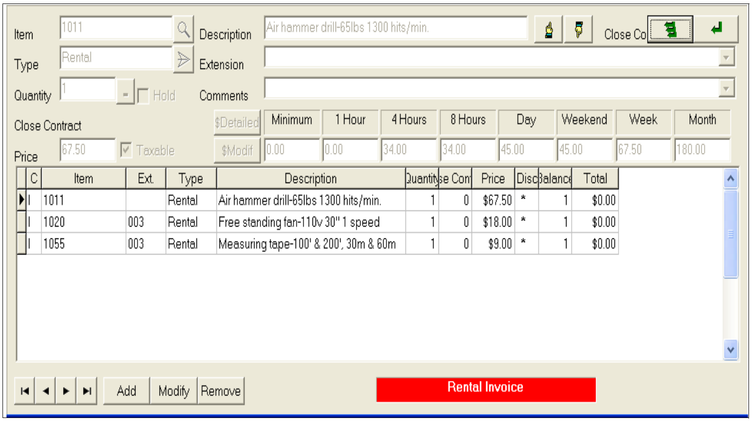
Current	30 days	60 days	90 days	Balance due
0.00	0.00	0.00	0.00	0.00

4 In the **Salesclerk** field, either type the Salesclerk Code, or click the **Search** icon and select the "Salesclerk" who is closing the Rental Contract.

5 Click **OK** at the bottom of the window.

The Item pane appears listing the items that were rented.

If you have the Delayed Invoicing option activated, the Rental Invoice window is renamed "Ready for Invoice". See setting the "Delayed Invoicing Option" in "Appendix A - Branch Configuration" for details.



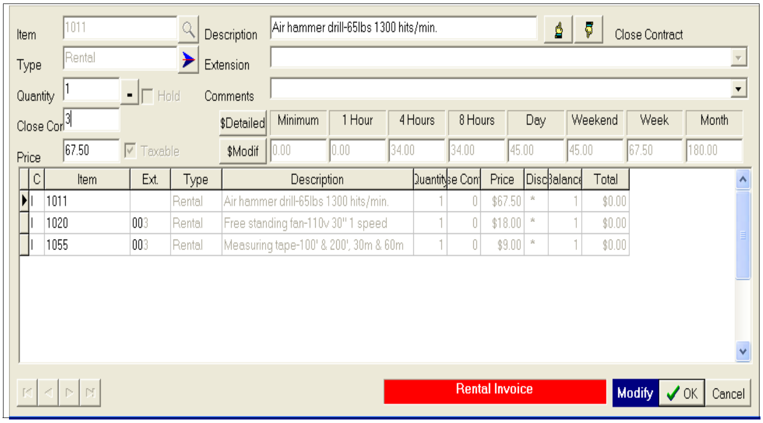
Item 1011
Description Air hammer drill-65lbs 1300 hits/min.
Type Rental
Extension
Quantity 1 ☐ Hold
Comments
Close Contract
Price 67.50 ☑ Taxable

$Detailed	Minimum	1 Hour	4 Hours	8 Hours	Day	Weekend	Week	Month
$Modif	0.00	0.00	34.00	34.00	45.00	45.00	67.50	180.00

C	Item	Ext.	Type	Description	Quantity	se Con	Price	Disc	Balance	Total
I	1011		Rental	Air hammer drill-65lbs 1300 hits/min.	1	0	$67.50	*	1	$0.00
I	1020	003	Rental	Free standing fan-110v 30" 1 speed	1	0	$18.00	*	1	$0.00
I	1055	003	Rental	Measuring tape-100' & 200', 30m & 60m	1	0	$9.00	*	1	$0.00

6 To return one or more items, but not all, do one of the following:

- Click on each item that was returned and then click the icon.
- Click the **Modify** button and type the amount returned in the **Close** field as shown in the example below. Click **OK**.

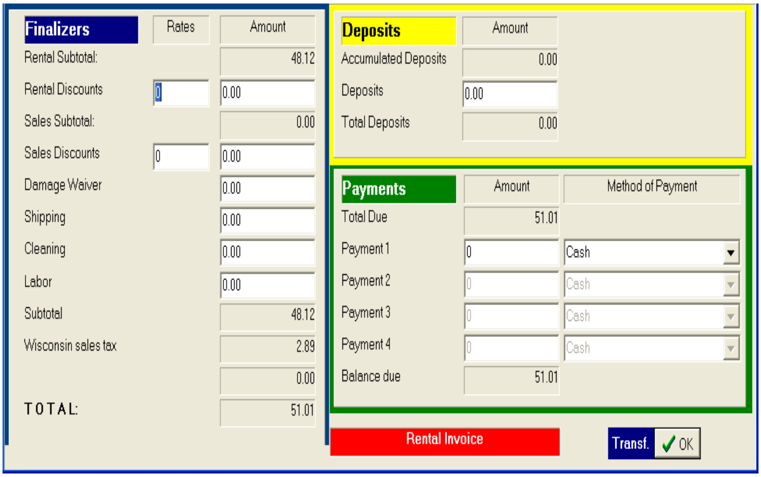


Item 1011
Description Air hammer drill-65lbs 1300 hits/min.
Type Rental
Extension
Quantity 1 ☐ Hold
Comments
Close Cor 3
Price 67.50 ☑ Taxable

$Detailed	Minimum	1 Hour	4 Hours	8 Hours	Day	Weekend	Week	Month
$Modif	0.00	0.00	34.00	34.00	45.00	45.00	67.50	180.00

C	Item	Ext.	Type	Description	Quantity	se Con	Price	Disc	Balance	Total
I	1011		Rental	Air hammer drill-65lbs 1300 hits/min.	1	0	$67.50	*	1	$0.00
I	1020	003	Rental	Free standing fan-110v 30" 1 speed	1	0	$18.00	*	1	$0.00
I	1055	003	Rental	Measuring tape-100' & 200', 30m & 60m	1	0	$9.00	*	1	$0.00

7 Click **Final** on the Toolbar in the middle of the window. The FINALIZERS, DEPOSITS and PAYMENTS panes will appear.



Finalizers	Rates	Amount
Rental Subtotal:		48.12
Rental Discounts	0	0.00
Sales Subtotal:		0.00
Sales Discounts	0	0.00
Damage Waiver		0.00
Shipping		0.00
Cleaning		0.00
Labor		0.00
Subtotal		48.12
Wisconsin sales tax		2.89
		0.00
TOTAL:		51.01

Deposits	Amount
Accumulated Deposits	0.00
Deposits	0.00
Total Deposits	0.00

Payments	Amount	Method of Payment
Total Due	51.01	
Payment 1	0	Cash
Payment 2	0	Cash
Payment 3	0	Cash
Payment 4	0	Cash
Balance due	51.01	

8 In the **Finalizers** pane:

- In the **Sales tax** field, the proper tax code appears. The default tax codes are defined in Customer Categories. See *“Setting Up Customer Categories” on page 48*.
- If additional taxes apply, click the drop-down list box and select another tax code.
- To remove a tax, simply leave the list box blank.

Scanning the credit card DOES NOT authorize payment, it simply records the customer’s credit card information, Once the sales or rental transaction is complete, the credit card information can then be processed for payment.

9 In the **Deposits** pane:

- If a deposit was obtained for the rental item, it will be shown with a minus sign (-) to indicate the amount is being credited back to the customer.
- If the payment is by credit card, and you have set up a scanner in Sirius, do the following to capture the customer’s credit card information:
    - Click the **Auth. Credit Card** button.
    - Scan the credit card.
    - To modify the information, click the **Modify** button.
    - Click **Quit**.

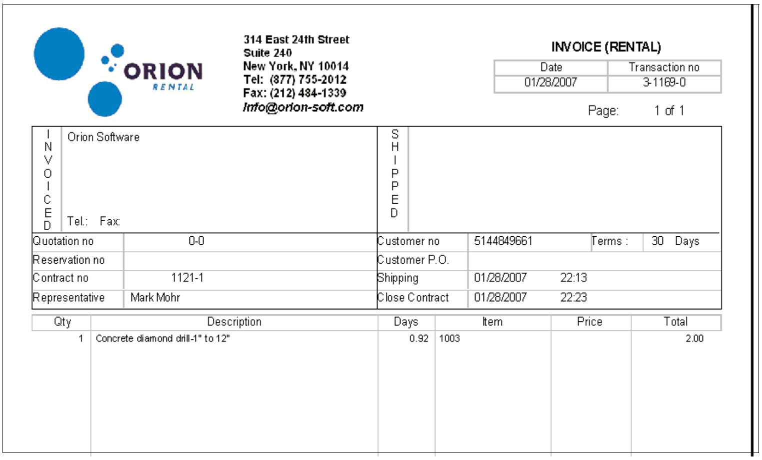
10 In the Payment pane, do the following:

- In the **Payment 1**field in the **Amount** column, type the amount received from the customer for the item(s) they returned. It should equal the **Total Due** shown.
  (If a cash customer, the amount of the payment is automatically inserted by Sirius.)
- In the **Method of Payment** column, click the down-arrow button and select a payment method. For example, Cash, Check, MasterCard, Visa, American Express, Debit Card. You can enter up to four payments in the **Payment 1** to **Payment 4** fields.

If the customer has an account and makes a partial payment, a message will appear prompting you to apply the outstanding balance to their account.

11 Click **OK**.

The Invoice (Rental) form will be displayed for the item(s) returned. See *“Printing Forms and Reports in Sirius” on page 33*.



ORION RENTAL

314 East 24th Street
Suite 240
New York, NY 10014
Tel: (877) 755-2012
Fax: (212) 484-1339
Info@orion-soft.com

INVOICE (RENTAL)

Date	Transaction no
01/28/2007	3-1169-0

Page: 1 of 1

INVOICED		SHIPPED			
	Orion Software Tel.: Fax:				
Quotation no	0-0	Customer no	5144849661	Terms :	30 Days
Reservation no		Customer P.O.			
Contract no	1121-1	Shipping	01/28/2007 22:13		
Representative	Mark Mohr	Close Contract	01/28/2007 22:23		

Qty	Description	Days	Item	Price	Total
1	Concrete diamond drill-1" to 12"	0.92	1003		2.00

If the Delayed Invoicing option is set to "Yes" in Branch Configuration, a Return Slip will be displayed, instead of the Invoice Rental. The Invoice will not be issued until all items have been returned. See “Setting Customer Transaction Options” on page 333 in the Appendix.

Closing Rental Contracts

Once a customer returns the rental equipment, you can close the contract associated with the item and issue an invoice.

If you have the "Delayed Invoicing" option activated, you can return the items, print a Return Slip and leave the contract open and invoice them at a later date. See setting the "Delayed Invoicing Option" in "Appendix A - Branch Configuration" for details.

■ To Close a Rental Contract:

1 Choose **Rental Contract** from the the **Customer Operations** menu.

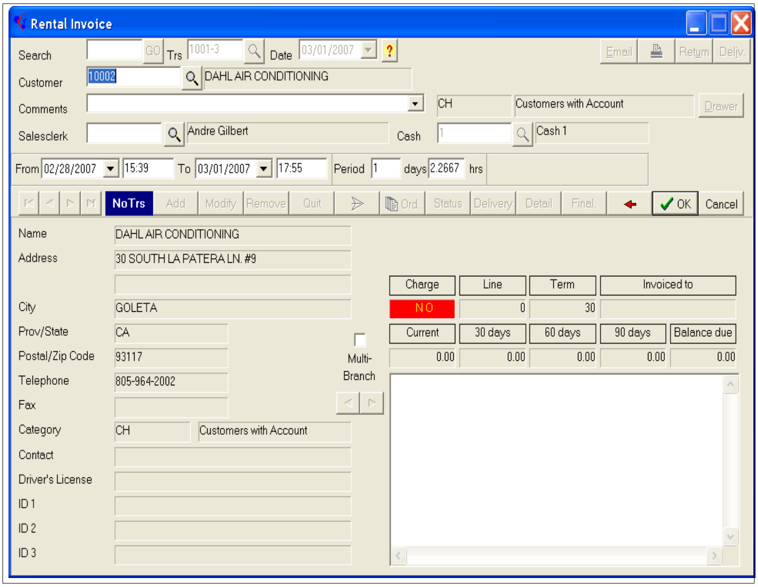
The RENTAL CONTRACT window will appear.

2 In the **Trs** field, search for and select the rental contract you are closing. See *"Searching for Rental Contracts" on page 144* for instructions.

3 Click the Transformation icon.

The RENTAL INVOICE window will appear.

*To quickly locate a Rental Contract, type the Transaction Number in the **Search** field and click **Go**, or use the control buttons ⏮ ◀ ▶ ⏭ at the bottom of the window to scroll through the records.*



Search
Trs 1001-3
Date 03/01/2007
Customer 10002 DAHL AIR CONDITIONING
Comments
CH Customers with Account
Salesclerk Andre Gilbert
Cash 1 Cash 1
From 02/28/2007 15:39 To 03/01/2007 17:55 Period 1 days 2.2667 hrs

Name DAHL AIR CONDITIONING
Address 30 SOUTH LA PATERA LN. #9
City GOLETA
Prov/State CA
Postal/Zip Code 93117
Telephone 805-964-2002
Fax
Category CH Customers with Account
Contact
Driver's License
ID 1
ID 2
ID 3

Charge	Line	Term	Invoiced to
NO	0	30	

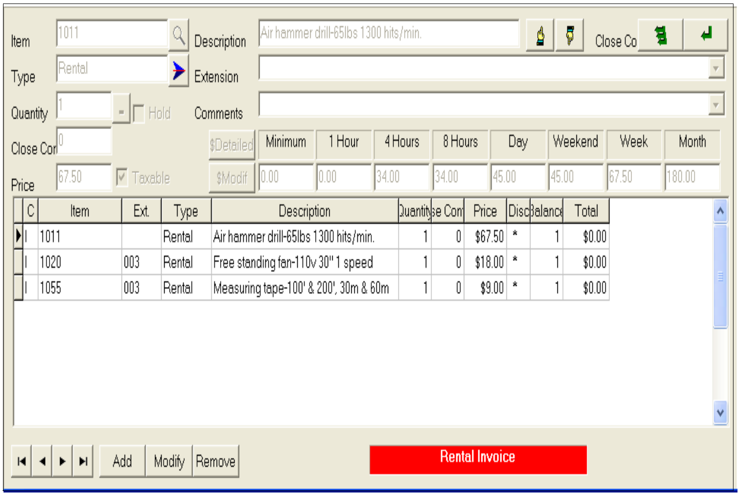
Current	30 days	60 days	90 days	Balance due
0.00	0.00	0.00	0.00	0.00

4 In the **Salesclerk** field, either type the Salesclerk Code, or click the **Search** icon and select the "Salesclerk" who is closing the Rental Contract.

5 Click **OK** at the bottom of the window.

The Item panel appears listing the items that were rented.

If you have theDelayed Invoicing option activated, the Rental Invoice window is renamed "Ready for Invoice". See setting the "Delayed Invoicing Option" in "Appendix A - Branch Configuration" for details.



Item 1011

Description Air hammer drill-65lbs 1300 hits/min.

Type Rental

Extension

Quantity 1 ☐ Hold

Comments

Close Cor 0

Price 67.50 ☑ Taxable

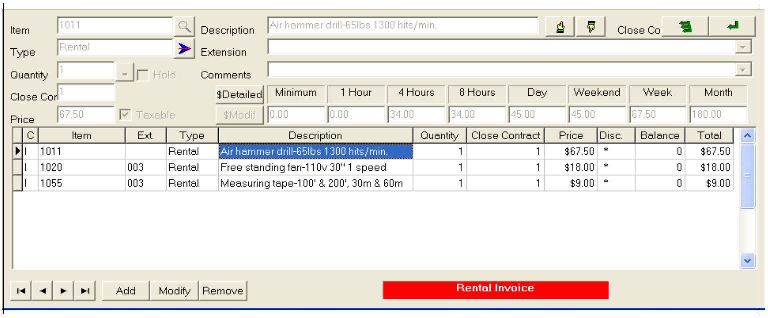
$Detailed	Minimum	1 Hour	4 Hours	8 Hours	Day	Weekend	Week	Month
$Modif	0.00	0.00	34.00	34.00	45.00	45.00	67.50	180.00

C	Item	Ext.	Type	Description	Quantity	se Con	Price	Disc	Balance	Total
I	1011		Rental	Air hammer drill-65lbs 1300 hits/min.	1	0	$67.50	*	1	$0.00
I	1020	003	Rental	Free standing fan-110v 30" 1 speed	1	0	$18.00	*	1	$0.00
I	1055	003	Rental	Measuring tape-100' & 200', 30m & 60m	1	0	$9.00	*	1	$0.00

6 To return the items, do one of the following:

- To return all of the items, click the icon.
- To return a selected item, but not all, click on the item that was returned and then click the icon. See *“Handling Partial Returns” on page 137*.

After you finish recording the return item (s), the quantity returned is automatically inserted in the **Close Contract** column of the Item Table.



Item 1011

Description Air hammer drill-65lbs 1300 hits/min.

Type Rental

Extension

Quantity 1 ☐ Hold

Comments

Close Cor 1

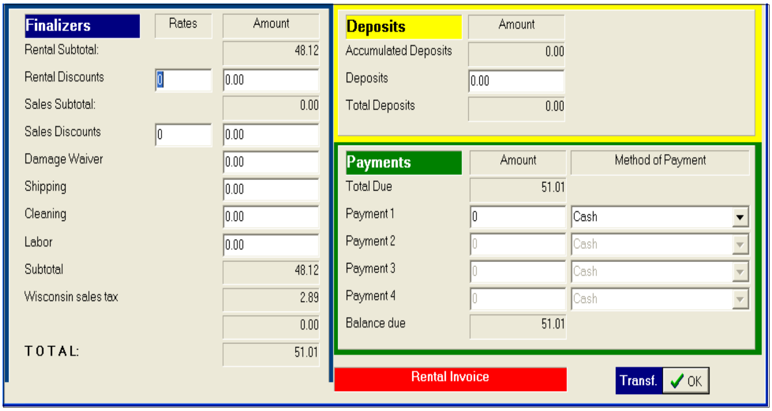
Price 67.50 ☑ Taxable

$Detailed	Minimum	1 Hour	4 Hours	8 Hours	Day	Weekend	Week	Month
$Modif	0.00	0.00	34.00	34.00	45.00	45.00	67.50	180.00

C	Item	Ext.	Type	Description	Quantity	Close Contract	Price	Disc.	Balance	Total
I	1011		Rental	Air hammer drill-65lbs 1300 hits/min.	1	1	$67.50	*	0	$67.50
I	1020	003	Rental	Free standing fan-110v 30" 1 speed	1	1	$18.00	*	0	$18.00
I	1055	003	Rental	Measuring tape-100' & 200', 30m & 60m	1	1	$9.00	*	0	$9.00

7. Click **Final** on the Toolbar in the middle of the window.

   The FINALIZERS, DEPOSITS and PAYMENTS panes will appear.



Finalizers	Rates	Amount
Rental Subtotal:		48.12
Rental Discounts	0	0.00
Sales Subtotal:		0.00
Sales Discounts	0	0.00
Damage Waiver		0.00
Shipping		0.00
Cleaning		0.00
Labor		0.00
Subtotal		48.12
Wisconsin sales tax		2.89
		0.00
TOTAL:		51.01

Deposits	Amount
Accumulated Deposits	0.00
Deposits	0.00
Total Deposits	0.00

Payments	Amount	Method of Payment
Total Due	51.01	
Payment 1	0	Cash
Payment 2	0	Cash
Payment 3	0	Cash
Payment 4	0	Cash
Balance due	51.01	

8. In the **Finalizers** pane:

   - In the **Sales tax** field, the proper tax code appears. The default tax codes are defined in Customer Catgeories. See *“Setting Up Customer Categories” on page 48*.
   - If additional taxes apply, click the drop-down list box and select another tax code.
   - To remove a tax, simply leave the list box blank.

9. In the **Deposits** pane:

   - If a deposit was obtained for the rental item, it will be shown with a minus sign (-) to indicate the amount is being credited back to the customer.

10. In the Payment pane, do the following:

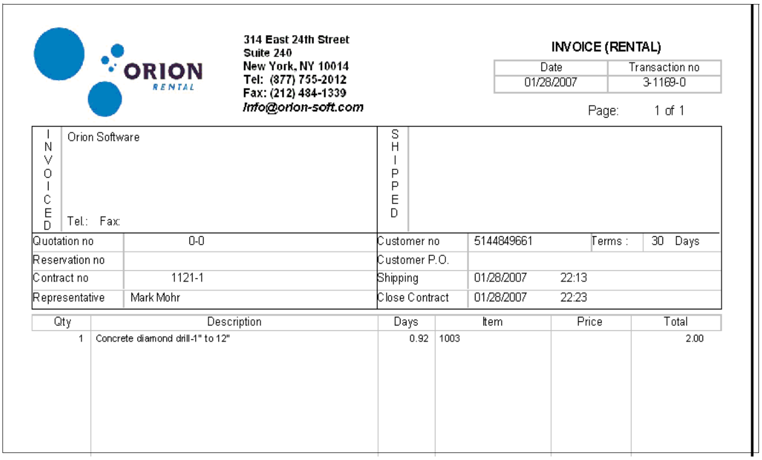
    - In the **Payment 1**field in the **Amount** column, type the amount received from the customer. It should equal the Total Due shown.

      Sirius will automatically insert the payment, if you have activated the Suggest Payment option. See *“Customer Transactions” on page 333* in *Appendix A.*

- In the **Method of Payment** column, click the down-arrow button and select a payment method. For example, Cash, Check, MasterCard, Visa, American Express, Debit Card. You can enter up to four payments in the **Payment 1** to **Payment 4** fields.

11 Click **OK**.

The Invoice (Rental) form will be displayed. See *“Printing Forms and Reports in Sirius” on page 33*.



ORION
RENTAL

314 East 24th Street
Suite 240
New York, NY 10014
Tel: (877) 755-2012
Fax: (212) 484-1339
Info@orion-soft.com

INVOICE (RENTAL)

Date	Transaction no
01/28/2007	3-1169-0

Page: 1 of 1

INVOICED: Orion Software
Tel.: Fax:

SHIPPED:

Quotation no	0-0	Customer no	5144849661	Terms :	30 Days
Reservation no		Customer P.O.			
Contract no	1121-1	Shipping	01/28/2007 22:13		
Representative	Mark Mohr	Close Contract	01/28/2007 22:23		

Qty	Description	Days	Item	Price	Total
1	Concrete diamond drill-1" to 12"	0.92	1003		2.00

If the customer has an account and makes a partial payment, a message will appear prompting you to apply the outstanding balance to their account.

If the Delayed Invoicing option is set to "Yes" in Branch Configuration, a Return Slip will be displayed, instead of the Invoice Rental. The Invoice will not be produced until all items have been returned. See “Setting Customer Transaction Options” on page 333 in the Appendix.

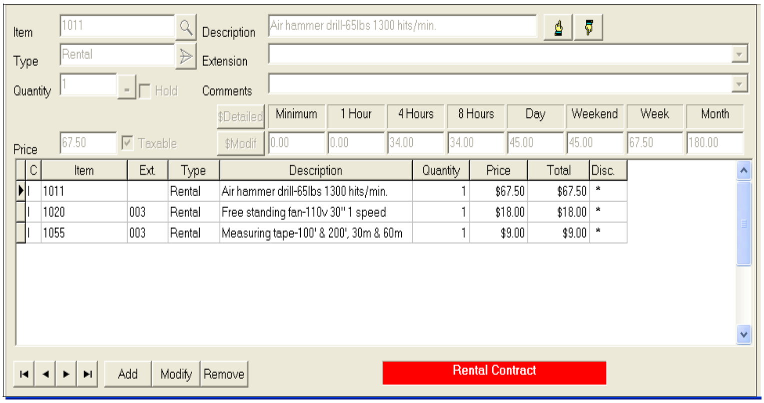
Identifying Equipment Needing Maintenance, Repair or Cleaning

You can identify equipment that is damaged or dirty when returned and assess the applicable maintenance and cleaning charges.

■ To Identify Equipment Needing Maintenance. Repair or Cleaning:

1 Select the Rental Contract and navigate to the Return Invoice Details pane using the instruction shown in *“Handling Partial Returns” on page 137* or *“Closing Rental Contracts” on page 141*

The Item pane appears listing the items that were rented.



Item: 1011
Type: Rental
Quantity: 1 ☐ Hold
Description: Air hammer drill-65lbs 1300 hits/min.
Extension:
Comments:
Price: 67.50 ☑ Taxable

Minimum	1 Hour	4 Hours	8 Hours	Day	Weekend	Week	Month
0.00	0.00	34.00	34.00	45.00	45.00	67.50	180.00

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc.
I	1011		Rental	Air hammer drill-65lbs 1300 hits/min.	1	$67.50	$67.50	*
I	1020	003	Rental	Free standing fan-110v 30" 1 speed	1	$18.00	$18.00	*
I	1055	003	Rental	Measuring tape-100' & 200', 30m & 60m	1	$9.00	$9.00	*

2 To return the items, do one of the following:

- To return all of the items, click the icon.
- To return a selected item, but not all, click on the item that was returned and then click the icon. See *“Handling Partial Returns” on page 137*.

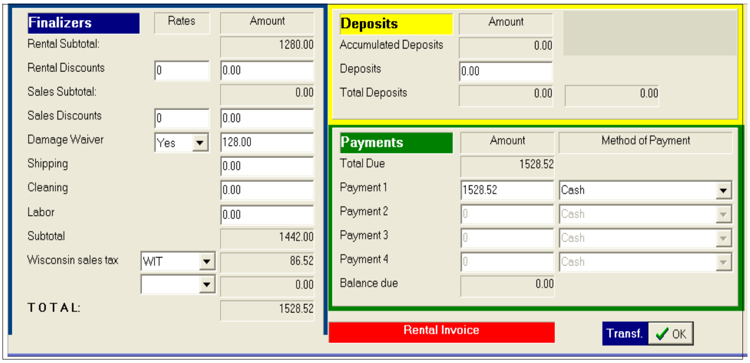
3 To indicate the item is in need of maintenance, repair or cleaning, do the following:

- Click the **Add** button at the bottom of the window.

- In the **Item** field, click the Search icon and select the item that is used for maintenance, repair or cleaning.
- In the **Price** field, type the cost of maintaining repairing or cleaning the item.
- Click **OK**. The item is added to the invoice.

4 Click **Final** on the Toolbar in the middle of the window.

The FINALIZERS, DEPOSITS and PAYMENTS panes will appear.



Finalizers	Rates	Amount
Rental Subtotal:		1280.00
Rental Discounts	0	0.00
Sales Subtotal:		0.00
Sales Discounts	0	0.00
Damage Waiver	Yes	128.00
Shipping		0.00
Cleaning		0.00
Labor		0.00
Subtotal		1442.00
Wisconsin sales tax	WIT	86.52
		0.00
TOTAL:		1528.52

Deposits	Amount	
Accumulated Deposits	0.00	
Deposits	0.00	
Total Deposits	0.00	0.00

Payments	Amount	Method of Payment
Total Due	1528.52	
Payment 1	1528.52	Cash
Payment 2	0	Cash
Payment 3	0	Cash
Payment 4	0	Cash
Balance due	0.00	

Notice that the Total includes the repair, maintenance or cleaning costs you added to the invoice in step 3 above.

5 Continue closing the contract using the instructions shown in *“Closing Rental Contracts” on page 141*

Chapter 8
Managing Invoices

This chapter shows you how to search for and manage invoices.

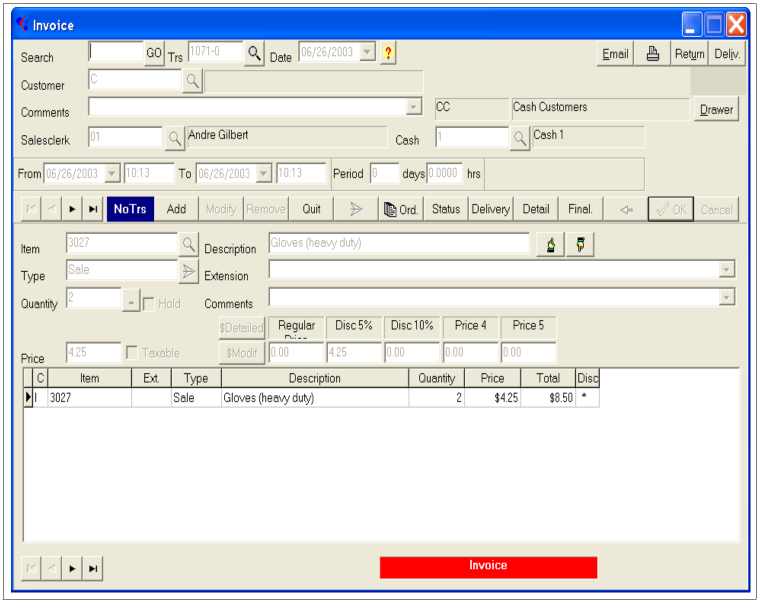
Here’s what you’ll find in this chapter:

- Accessing Invoices
- Creating Invoices
- Searching for Invoices
- Finalizing and Printing Invoices
- Emailing an Invoice
- Adding Tax Identification Numbers on Invoices
- Adding Your Logo to Invoices

Accessing Invoices

1 Choose **Invoice** from the **Customer Operations** menu.

The INVOICE window will appear.


Invoice
GO
Email
Return
Deliv.
Drawer
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
Hold
Taxable
$Detailed
$Modif
Regular Price
Disc 5%
Disc 10%
Price 4
Price 5
Invoice

Search
Trs 1071-0
Date 06/26/2003
Customer C
Comments
CC Cash Customers
Salesclerk 01 Andre Gilbert
Cash 1 Cash 1
From 06/26/2003 10:13 To 06/26/2003 10:13 Period 0 days 0.0000 hrs
Item 3027
Description Gloves (heavy duty)
Type Sale
Extension
Quantity 2
Comments
Price 4.25

Regular Price	Disc 5%	Disc 10%	Price 4	Price 5
0.00	4.25	0.00	0.00	0.00

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc
I	3027		Sale	Gloves (heavy duty)	2	$4.25	$8.50	*

Creating Invoices

For instructions on creating a rental invoice, see *“Closing Rental Contracts” on page 162*.

For instructions creating a sales invoice, see *“Processing the Sale of a New Item or Accessory” on page 196*.

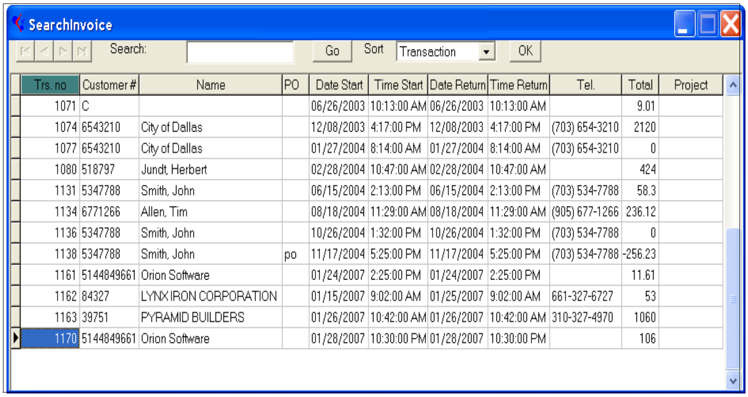
Searching for Invoices

You can quickly search for and select existing Invoices. Once found, you can then view or modify the information.

To Search for Invoices:

1 On the INVOICES window, click the **Search** 🔍 icon beside the **Trs** field.

The SEARCH INVOICE dialog box will appear.



Sort: Transaction

Trs. no	Customer #	Name	PO	Date Start	Time Start	Date Return	Time Return	Tel.	Total	Project
1071	C			06/26/2003	10:13:00 AM	06/26/2003	10:13:00 AM		9.01	
1074	6543210	City of Dallas		12/08/2003	4:17:00 PM	12/08/2003	4:17:00 PM	(703) 654-3210	2120	
1077	6543210	City of Dallas		01/27/2004	8:14:00 AM	01/27/2004	8:14:00 AM	(703) 654-3210	0	
1080	518797	Jundt, Herbert		02/28/2004	10:47:00 AM	02/28/2004	10:47:00 AM		424	
1131	5347788	Smith, John		06/15/2004	2:13:00 PM	06/15/2004	2:13:00 PM	(703) 534-7788	58.3	
1134	6771266	Allen, Tim		08/18/2004	11:29:00 AM	08/18/2004	11:29:00 AM	(905) 677-1266	236.12	
1136	5347788	Smith, John		10/26/2004	1:32:00 PM	10/26/2004	1:32:00 PM	(703) 534-7788	0	
1138	5347788	Smith, John	po	11/17/2004	5:25:00 PM	11/17/2004	5:25:00 PM	(703) 534-7788	-256.23	
1161	5144849661	Orion Software		01/24/2007	2:25:00 PM	01/24/2007	2:25:00 PM		11.61	
1162	84327	LYNX IRON CORPORATION		01/15/2007	9:02:00 AM	01/25/2007	9:02:00 AM	661-327-6727	53	
1163	39751	PYRAMID BUILDERS		01/26/2007	10:42:00 AM	01/26/2007	10:42:00 AM	310-327-4970	1060	
1170	5144849661	Orion Software		01/28/2007	10:30:00 PM	01/28/2007	10:30:00 PM		106	

To quickly locate a n Invoice, type the "Transaction number" in the ***Search*** *field and click* ***Go****, or use the control buttons* ⏮ ◀ ▶ ⏭ *at the bottom of the window to scroll through the Invoices.*

2 In the **Sort** field, select how you want to search for the Invoice, by

- Transaction Number (the default method)
- Transaction date
- Customer Code
- Customer Name
- Customer P.0.

3 Once you've selected a sort method, you can search for the Invoice using either of the following methods:

- In the **Search** field, type the first few characters or digits of the sort method you selected, then click **Go**. For example, if you selected "Customer Name" as the sort method, you would type the first few digits of the customer's name. Once found, a black arrow ▶ will point to the Item in the list.

◆ Use the ⏮ ◀ ▶ ⏭ arrows to move through the list and locate the Rental Contract:

⏮	Move to the top of the list.
◀	Move up one in the list.
▶	Move down one in the list.
⏭	Move to the end of the list

4 Once you’ve located the Invoice, you can use either of the following methods to select the transaction:

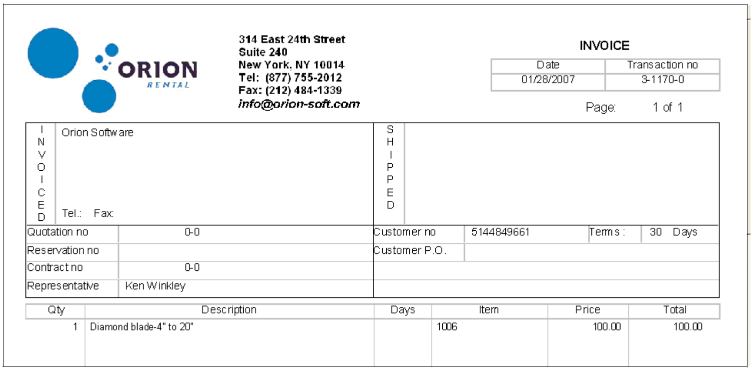
- Double-click on the name of the Invoice.
- Make sure the black-arrow ▶ is pointing at the Item and then click **OK**.

The INVOICE window reappears with the information displayed

Click the ? icon to view the user who created the Invoice, and who last modified the transaction.

Finalizing and Printing Invoices

When you finalize an Invoice, or click 🖨 in the top-right hand corner of the INVOICE window, the Invoice is displayed as shown in the example below. See *“Printing Forms and Reports in Sirius” on page 33*.



ORION
RENTAL

314 East 24th Street
Suite 240
New York, NY 10014
Tel: (877) 755-2012
Fax: (212) 484-1339
info@orion-soft.com

INVOICE

Date	Transaction no
01/28/2007	3-1170-0

Page: 1 of 1

INVOICED		SHIPPED	
	Orion Software Tel.: Fax:		

Quotation no	0-0	Customer no	5144849661	Terms :	30 Days
Reservation no		Customer P.O.			
Contract no	0-0				
Representative	Ken Winkley				

Qty	Description	Days	Item	Price	Total
1	Diamond blade-4" to 20"		1006	100.00	100.00

Emailing an Invoice

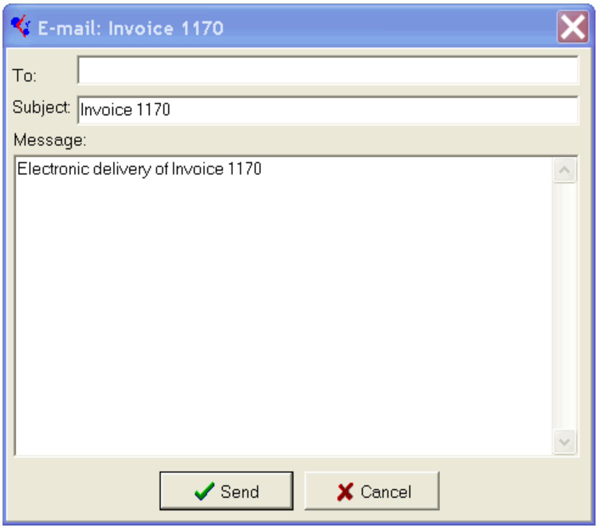
You can email an Invoice to the customer directly from the INVOICE window.

■ To Email an Invoice:

1 Search for and select the Invoice you want to email.
See *"Searching for Invoices" on page 150.*

2 Click the **Email** button located in the top right-hand corner of the window.

The **E-MAIL: INVOICE** dialog box appears.



Subject: Invoice 1170

Message:

Electronic delivery of Invoice 1170

Notice that the email is automatically addressed to the customer contact and the Subject and Message sections are completed. You can either accept the email information as shown, or change any or all of it.

3 Click **Send**.

The Invoice will be sent to the customer contact.

Adding Tax Identification number on Invoices

You can add Tax ID numbers in Sirius that will automatically be displayed on all invoices you issue to customers.

To find out how to add Tax ID numbers, see *“General System Configuration” on page 36* in Appendix A.

Adding your Logo to Invoices

You can create and integrate your business logo in Sirius and then have it printed on invoices.

Understanding Sirius Logo Files

This section provides you with the file specifications you should follow when creating Sirius logo files.

Logo files directories

Sirius logo files have to be saved under the Sirius data files in each of the Sirius branches on the server. The directory is as follow :

\\Server\Sirius\Data

Where \\Server is the name of your server machine

Graphic resolution

Sirius will resize the bitmap graphic file to the following sizes. We strongly recommend, to improve the printed quality, to double the size of the following files. Sirius will resize these at half their size and thus improve quality.
Do not use larger files, though, for it might cause intermittent memory overflow and print a black square in place of your logo.

Sirius logo file format

The file format for Sirius logos is bitmap (*.bmp). This means that all Sirius logos have to be either created or saved under MS Paint. Logos are named Logoform.bmp.

Logo sizes and use

- Logoform.bmp
    - Use: Customer transaction documents
      Statement of accounts
    - Size: 370 x 80 (740 x 160) pixels

- **Logoform2.bmp**
  - Use :Purchase Orders header
    Purchase Order receipts header
  - -Size :370 x 80 (740 x 160) pixels
- **Logoform3.bmp**
  - Use: Customer Form Template #17, 20, 26 – 31, 36, 37, 39 – 42, 46, 49, 59, 66, 70, 71, 76 and 78.
  - (Select “YES” for this option under the menu Configuration – Branches – Forms – Logo on Form 17)
  - Size: 370 x 80 (740 x 160) pixels
- **Logoform3.rtf**
  - Use: Customer Form Template #54, 55, 61, 62, 64, 65, 67 – 69, 72, 73, 75, 77, 79 – 81.
  - (Select “YES” for this option under the menu Configuration – Branches – Forms – Logo on Form 17)
  - Size: Variable. Can be quite large.
- **Logoform5.bmp**
  - Use: Signature line, Rental agreement, marketing infos, etc.
    Customer Form Template #40
  - (Select “YES” for this option under the menu Configuration – Branches – Forms – Logo on Form 17)
  - Size:420 x 125 (840 x 250) pixels
- **Logoform6.bmp**
  - Use :Customer transaction documents
    Customer Form Template #81
  - Size :370 x 150 (740 x 300) pixels

Creating Bitmap (bmp) logos

1. From the **Start** menu, go to **Programs.**
2. Choose **Accessories** > **Paint**.
3. Once in Paint, select **Attributes** from the **Image** menu.
4. Set image attributes as defined under *“Logo sizes and use” on page 155*.
5. Create your logo (text or image).
6. Save the logo in its appropriate name under the desired Sirius data folder on the server.

Creating Rich Text Format (RTF) logos

1. From the **Start** menu, go to **Programs**.
2. Choose **Microsoft Word.**
3. Type the information you would like to appear on the form.
4. Select **Save as** from the **File** menu.
5. In the **Save as type** field, select Rich Text Format (.rtf).
6. Save the logo in its appropriate name under the desired Sirius data folder on the server.

Chapter 9
Crediting Invoices

This chapter shows you how to credit a rental and sales invoice.

Here's what you'll find in this chapter:

- Crediting a Rental Invoice
- Crediting a Sales Invoice

Crediting a Rental Invoice

If a customer with an account is dissatisfied with a rental, you can credit their account for the amount of the item.

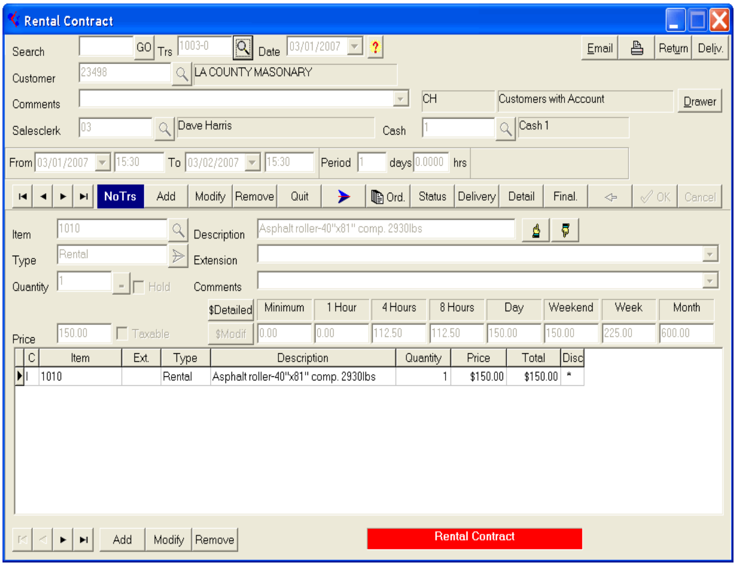
*To quickly locate a Rental Contract, type the Transaction Number in the **Search** field and click **Go**, or use the control buttons ⏮ ◀ ▶ ⏭ at the bottom of the window to scroll through the records.*

■ To Credit a Rental Invoice:

1 Choose **Rental Contract** from the **Customer Operations** menu.

2 The RENTAL CONTRACT window will appear.

3 In the **Trs** field, click the search 🔍 icon and select the rental contract whose invoice you are crediting. See *“Searching for Rental Contracts” on page 144* for instructions.



Trs: 1003-0
Date: 03/01/2007
Customer: 23498 LA COUNTY MASONARY
CH: Customers with Account
Salesclerk: 03 Dave Harris
Cash: 1 Cash 1
From 03/01/2007 15:30 To 03/02/2007 15:30 Period 1 days 0.0000 hrs
Item: 1010
Description: Asphalt roller-40"x81" comp. 2930lbs
Type: Rental
Quantity: 1
Price: 150.00

$Detailed	Minimum	1 Hour	4 Hours	8 Hours	Day	Weekend	Week	Month
$Modif	0.00	0.00	112.50	112.50	150.00	150.00	225.00	600.00

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc
I	1010		Rental	Asphalt roller-40"x81" comp. 2930lbs	1	$150.00	$150.00	*

Rental Contract
Search
GO
Email
Return
Deliv.
Comments
Drawer
Hold
Taxable
Extension
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
Add
Modify
Remove
Rental Contract

4 Click the **Modify** button on the Toolbar in the middle of the window.

5 In the **Salesclerk** field, either type the Salesclerk Code, or click the **Search** icon 🔍 and select the "Salesclerk" who is closing the Rental Contract.

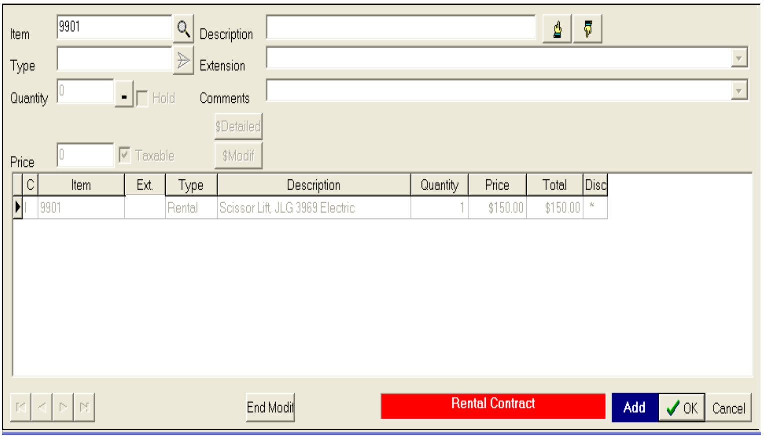
6 Click **OK**.

Notice that the items contained in the Rental Contract are displayed in the Item Table at the bottom of the window.

7 Click the **Add** button.

The cursor jumps to the **Item** field.

8 In the **Item** field, type the Item Code of the item you are crediting. Must match the item already displayed in the Item Table.


Description
Type
Extension
Quantity
Hold
Comments
$Detailed
Price
Taxable
$Modif
End Modif
Rental Contract
Add
OK
Cancel

Item: 9901

Quantity: 0

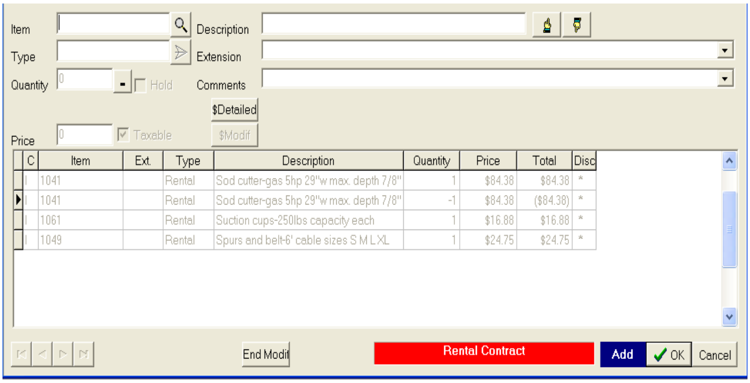
Price: 0

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc
I	9901		Rental	Scissor Lift, JLG 3969 Electric	1	$150.00	$150.00	*

9 Click the - icon in the **Quantity** field to change the quantity to a negative amount equalling the quantity being credited. For example, if crediting one item, you would set the quantity to -1.

10 Click **OK**.

The Items Table will now display both the original debit amount and the offsetting credit amount in brackets( ).


Item
Description
Type
Extension
Quantity
Hold
Comments
$Detailed
Price
Taxable
$Modif
End Modif
Rental Contract
Add
OK
Cancel

Quantity: 0

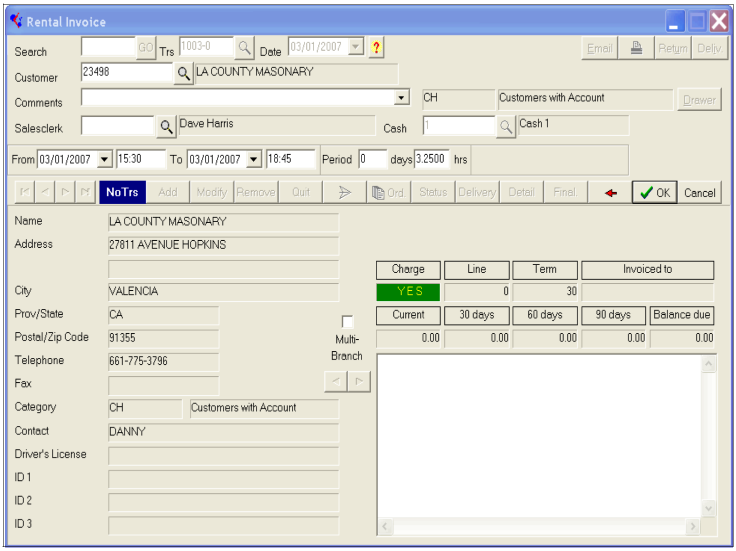
Price: 0

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc
I	1041		Rental	Sod cutter-gas 5hp 29"w max. depth 7/8"	1	$84.38	$84.38	*
I	1041		Rental	Sod cutter-gas 5hp 29"w max. depth 7/8"	-1	$84.38	($84.38)	*
I	1061		Rental	Suction cups-250lbs capacity each	1	$16.88	$16.88	*
I	1049		Rental	Spurs and belt-6' cable sizes S M L XL	1	$24.75	$24.75	*

11 Click the **End Modif** button.

12 Click the Transformation icon.

The RENTAL INVOICE window will appear.



Search
Trs 1003-0
Date 03/01/2007
Customer 23498 LA COUNTY MASONARY
Comments
CH Customers with Account
Salesclerk Dave Harris
Cash 1 Cash 1
From 03/01/2007 15:30 To 03/01/2007 18:45 Period 0 days 3.2500 hrs

Name LA COUNTY MASONARY
Address 27811 AVENUE HOPKINS
City VALENCIA
Prov/State CA
Postal/Zip Code 91355
Telephone 661-775-3796
Fax
Category CH Customers with Account
Contact DANNY
Driver's License
ID 1
ID 2
ID 3

Charge	Line	Term	Invoiced to
YES	0	30	

Current	30 days	60 days	90 days	Balance due
0.00	0.00	0.00	0.00	0.00

13 In the **Salesclerk** field, either type the Salesclerk Code, or click the **Search** icon and select the "Salesclerk" who is closing the Rental Contract.

14 In the **Period** field, make sure the original rental period for the item you are crediting matches the period of time shown on the Rental Contract.

15 Click **OK** on the Toolbar in the middle of the window.

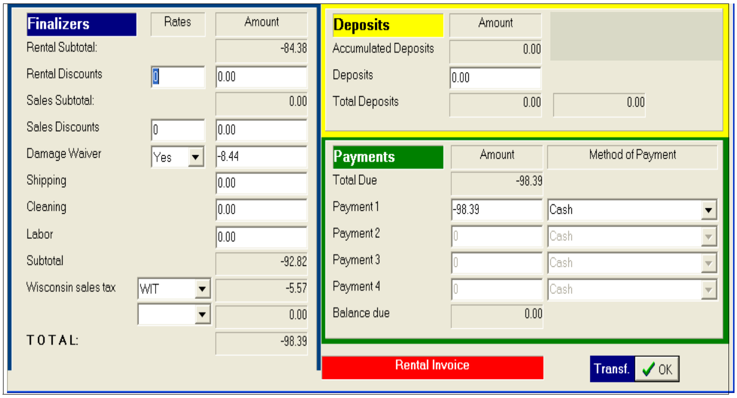
16 Click **OK** at the bottom-right of the Rental Invoice window.

17 In the Item Table, click on the item you are crediting and then click the icon.

The Items Table will display both the original debit amount and the offsetting credit amount in brackets( ).

18 Click the **Final** button.

The FINALIZERS, DEPOSITS and PAYMENTS panes will appear.



Finalizers	Rates	Amount
Rental Subtotal:		-84.38
Rental Discounts	0	0.00
Sales Subtotal:		0.00
Sales Discounts	0	0.00
Damage Waiver	Yes	-8.44
Shipping		0.00
Cleaning		0.00
Labor		0.00
Subtotal		-92.82
Wisconsin sales tax	WIT	-5.57
		0.00
TOTAL:		-98.39

Deposits	Amount	
Accumulated Deposits	0.00	
Deposits	0.00	
Total Deposits	0.00	0.00

Payments	Amount	Method of Payment
Total Due	-98.39	
Payment 1	-98.39	Cash
Payment 2	0	Cash
Payment 3	0	Cash
Payment 4	0	Cash
Balance due	0.00	

*The amounts in the **Total** column on the Rental Invoice must match the amounts in the **Total** column on the Rental Contract.If it doesn't, it is probably because the time shown in the **Period** field on the Invoice window, does not match the Period field on the Rental Contract window.*

The Total in the Finalizers pane will be shown as a negative (-) and must match the Total shown in the Finalizers pane on the Rental Contract.

(If the customer paid cash for the rental item, type the amount being credited or returned to him as a negative in the Payment field on the Finalizers tab.)

19 Click **OK**.

The Invoice Rental form or Return Form will be displayed showing both the original invoice amount and the new credit invoice amount (in brackets). See *"Printing Forms and Reports in Sirius" on page 33* for instructions on printing the forms.

The next step is to remove the credit invoice amount from the customer's account by entering a "0" dollar payment.

20 Choose **Enter Payments** from the **Accounts Receivable** menu.

The ENTER PAYMENTS window will appear. See sample on the next page.

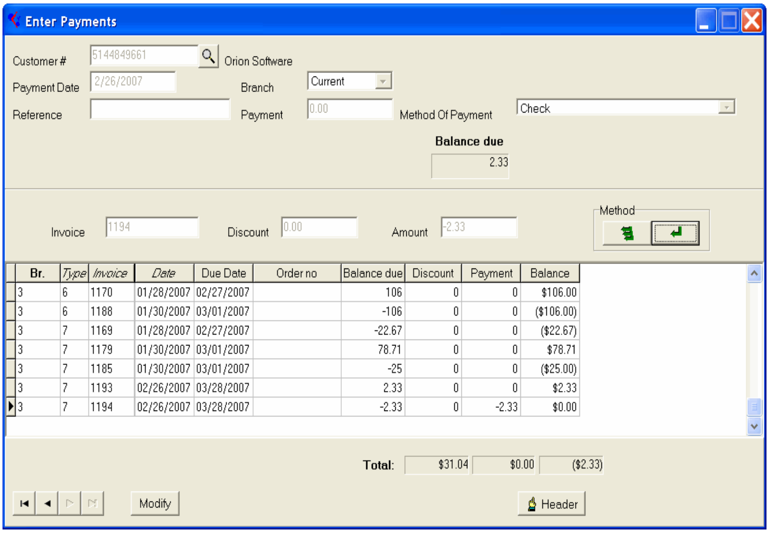
21 Click **Add**.

22 In the **Customer #** field, either type the Customer Code, or click the Search 🔍 icon and select the customer from the list.

23 Accept the current date as the **Payment Date**, or change to a different date.

24 In the **Payment** field, type the amount of the payment as ’0".

25 In the **Method of Payment** field, click the down-arrow button and select the applicable method from the list—Cash, Check, MasterCard, VIsa, American Express or Debit Card.



Customer # 5144849661 Orion Software
Payment Date 2/26/2007
Branch Current
Reference
Payment 0.00
Method Of Payment Check
Balance due 2.33

Invoice 1194
Discount 0.00
Amount -2.33

Br.	Type	Invoice	Date	Due Date	Order no	Balance due	Discount	Payment	Balance
3	6	1170	01/28/2007	02/27/2007		106	0	0	$106.00
3	6	1188	01/30/2007	03/01/2007		-106	0	0	($106.00)
3	7	1169	01/28/2007	02/27/2007		-22.67	0	0	($22.67)
3	7	1179	01/30/2007	03/01/2007		78.71	0	0	$78.71
3	7	1185	01/30/2007	03/01/2007		-25	0	0	($25.00)
3	7	1193	02/26/2007	03/28/2007		2.33	0	0	$2.33
3	7	1194	02/26/2007	03/28/2007		-2.33	0	-2.33	$0.00

Total: $31.04 $0.00 ($2.33)

26 Click **Detail.** Notice that the original entry and the negative credit invoice amount are now both shown in the table.

27 Locate and select the negative payment in the table. Click the ↵ icon to apply the "0" dollar payment.

The negative credit invoice amount is now removed and the balance shown is $0.00.

28 Click **OK**.

29 Click **Header** to return to the top of the ENTER PAYMENT window.

30 Click **OK** and then **Quit**.

Crediting a Sales Invoice

If a customer is dissatisfied with an item they purchased, you can credit their sales invoice for the amount of the item.

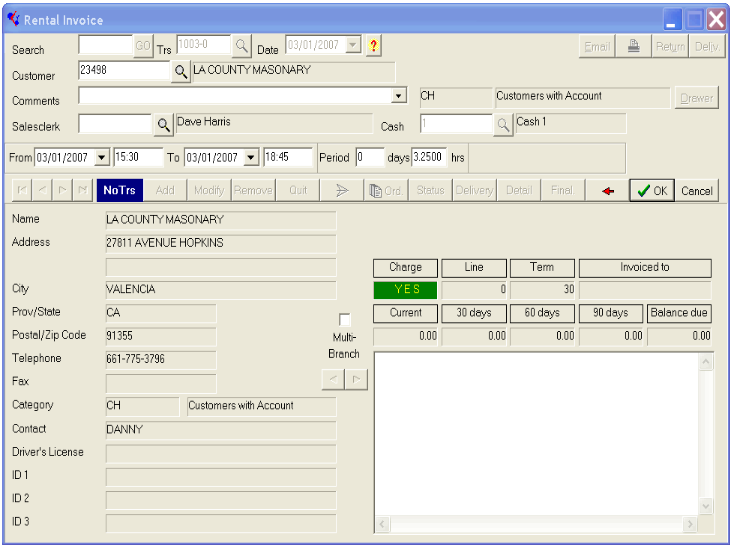
■ To Credit a Sales Invoice:

1 Choose **Invoice** from the **Customer Operations** menu.

The INVOICE window will appear.

2 Click the **Add** button on the Toolbar.

The window refreshes with the cursor in the **Customer** field.



Search
Trs 1003-0
Date 03/01/2007
Customer 23498 LA COUNTY MASONARY
Comments
CH Customers with Account
Salesclerk Dave Harris
Cash 1 Cash 1
From 03/01/2007 15:30 To 03/01/2007 18:45 Period 0 days 3.2500 hrs
Name LA COUNTY MASONARY
Address 27811 AVENUE HOPKINS
City VALENCIA
Prov/State CA
Postal/Zip Code 91355
Telephone 661-775-3796
Fax
Category CH Customers with Account
Contact DANNY
Driver's License
ID 1
ID 2
ID 3

Charge	Line	Term	Invoiced to
YES	0	30	

Current	30 days	60 days	90 days	Balance due
0.00	0.00	0.00	0.00	0.00

3 In the **Customer** field, use either of the following methods to select the customer whose sales invoice is being credited.

- Type the customer code (if known) and press **Enter**.
- Click the **Search** icon 🔍 and select a customer from the list. See *“Searching for Customers” on page 64*.

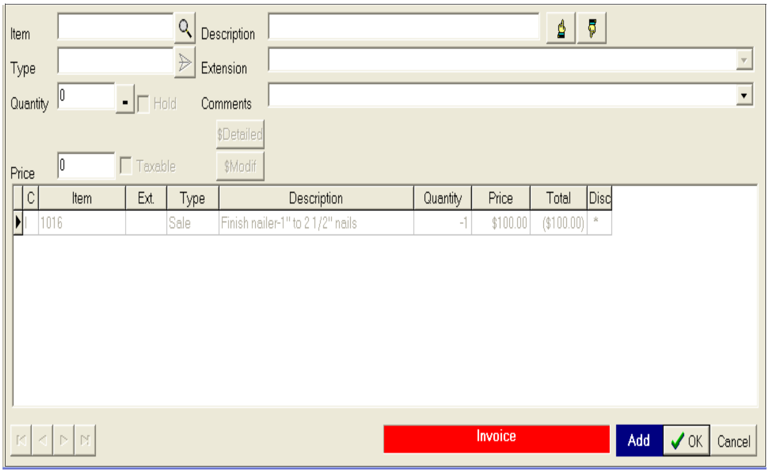
Once you’ve selected a customer, the name, addresses and account status of the customer is automatically displayed as shown in the example below.

4. In the **Salesclerk** field, use either of the following methods to select the customer Sales Representative:
   - Type the Salesclerk code (if known) and press Enter.
   - Click the **Search** icon 🔍 to display the SALESCLERK SEARCH dialog and select a Salesclerk.
5. Leave the current dates shown in the **From** and **To** fields.
6. Click **OK** on the Toolbar in the middle of the window.
7. Click **OK** at the bottom-right of the Rental Invoice window.

   The cursor jumps to the **Item** field.

   Click the - icon in the **Quantity** field to change the quantity to a negative amount equalling the quantity being credited. For example, if crediting one item, you would set the quantity to -1.
8. Click **OK**.

   The Items Table will now display the item as a credit ( ) in the Total column.



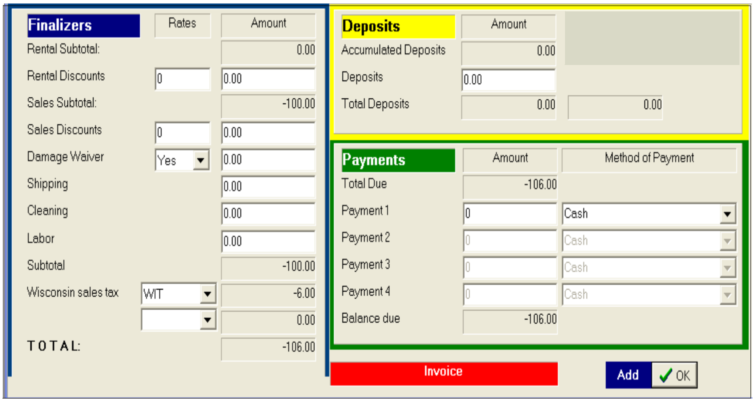
Quantity 0 ☐ Hold

Price 0 ☐ Taxable

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc
I	1016		Sale	Finish nailer-1" to 2 1/2" nails	-1	$100.00	($100.00)	*

9 Click the **Final** button.

The FINALIZERS, DEPOSITS and PAYMENTS panes will appear.



Finalizers	Rates	Amount
Rental Subtotal:		0.00
Rental Discounts	0	0.00
Sales Subtotal:		-100.00
Sales Discounts	0	0.00
Damage Waiver	Yes	0.00
Shipping		0.00
Cleaning		0.00
Labor		0.00
Subtotal		-100.00
Wisconsin sales tax	WIT	-6.00
		0.00
TOTAL:		-106.00

Deposits	Amount	
Accumulated Deposits	0.00	
Deposits	0.00	
Total Deposits	0.00	0.00

Payments	Amount	Method of Payment
Total Due	-106.00	
Payment 1	0	Cash
Payment 2	0	Cash
Payment 3	0	Cash
Payment 4	0	Cash
Balance due	-106.00	

The **Total** in the Finalizers pane will be shown as a negative (-).

10 Click **OK**.

The Invoice Rental form or Return Form will be displayed. See *“Printing Forms and Reports in Sirius” on page 33*. The credit amount will be shown in the **Grand Total** field.

If the customer paid cash for the sales item, type the amount being credited or returned to him as a negative in the Payment field.

Chapter 10

Selling Items and Accessories

This chapter shows you how to sell both new items and rental items and then generate an invoice to record the sale.

Here’s what you’ll find in this chapter:

- Processing the Sale of a New Item or Accessory
- Processing the Sale of a Rental Item

Processing the Sale of a New Item or Accessory

You can sell an item or accessory to a customer and then generate an invoice to record the sale.

■ To Process the Sale of a New Item or Accessory:

1. Choose **Invoices** from the **Customer Operations** menu.

   The INVOICES window will appear.

2. Click the **Add** button on the Toolbar.

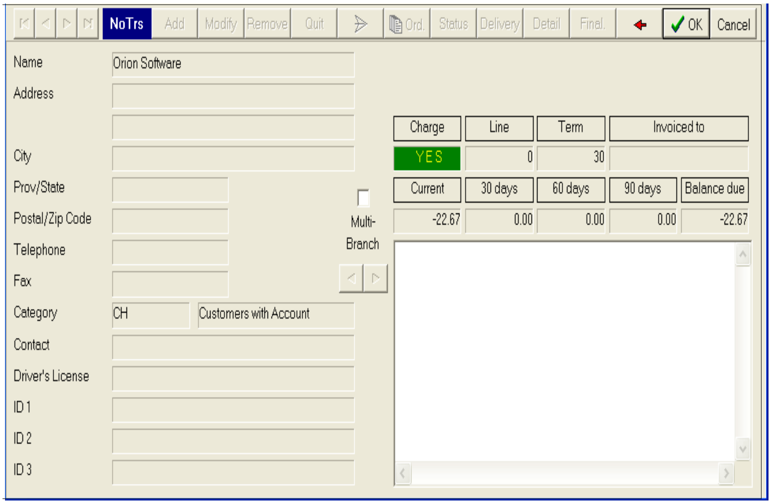
   The window refreshes with the cursor in the **Customer** field.

3. In the **Customer** field, use either of the following methods to select the customer:

   - Type the customer code (if known) and press **Enter**.
   - Click the **Search** icon and select a customer from the list.

   Once you've selected a customer, the name, addresses and account status of the customer is automatically displayed as shown in the example below.

*The Credit Status of the customer is displayed in the **Charge** field. If the customer has gone over their credit limit or past their payment term "Payment Default" will be shown in red.*



NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
Address
City
Prov/State
Postal/Zip Code
Telephone
Fax
Contact
Driver's License
ID 1
ID 2
ID 3

Name: Orion Software

Category: CH Customers with Account

☐ Multi-Branch

Charge	Line	Term	Invoiced to
YES	0	30	

Current	30 days	60 days	90 days	Balance due
-22.67	0.00	0.00	0.00	-22.67

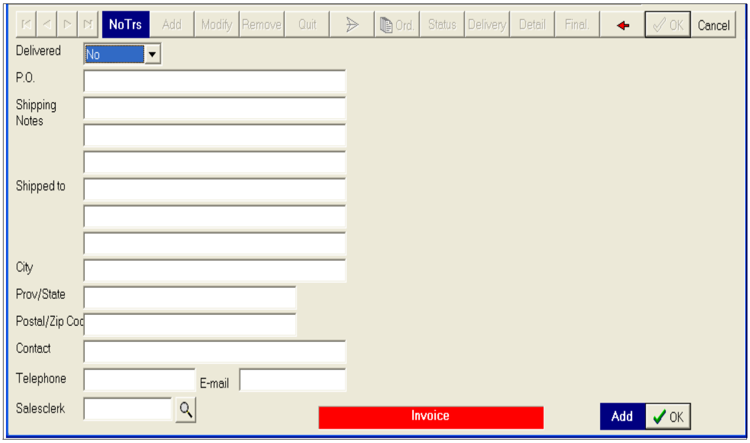
4 In the **Salesclerk** field, use either of the following methods to select the customer Sales Representative:

- Type the Salesclerk code (if known) and press Enter.
- Click the **Search** icon to display the SALESCLERK SEARCH dialog and select a Salesclerk.

5 Leave the current dates shown in the **From** and **To** fields.

6 Click **OK**.

The window refreshes and the Delivery pane is displayed as shown in the example below.


NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
P.O.
Shipping Notes
Shipped to
City
Prov/State
Postal/Zip Coc
Contact
Telephone
E-mail
Salesclerk
Invoice
Add
OK

Delivered: No

7 Do one of the following in the Delivery pane:

- If the sale item is to be delivered to the customer, select "Yes" in the **Delivery** field and enter the shipping notes, address and contact information.
- If the sale item is not being delivered, leave 'No' selected in the **Delivered** field.

Fields that are in red are mandatory.

8 Click **OK**.

The window refreshes and your cursor jumps to the Item field.

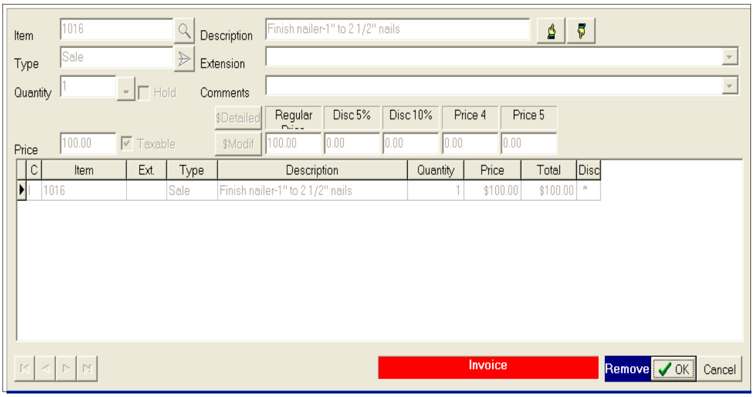
9 In the **Item** field, use either of the following methods to select the Sales item you are selling to the customer.

- Type the Item code (if known) and press **Enter**.
- Click the **Search** icon 🔍 to display the ITEM SEARCH dialog and select an Item.

To maximize the Item pane click the ☝ icon. To minimize, click the 👇 icon.

10 Click **OK.**

The details of the sales item will be displayed as shown in the example below:



Item: 1016

Description: Finish nailer-1" to 2 1/2" nails

Type: Sale

Extension:

Quantity: 1 ☐ Hold

Comments:

Price: 100.00 ☑ Taxable

$Detailed	Regular Price	Disc 5%	Disc 10%	Price 4	Price 5
$Modif	100.00	0.00	0.00	0.00	0.00

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc
I	1016		Sale	Finish nailer-1" to 2 1/2" nails	1	$100.00	$100.00	*

11 Do any or all of the following in the details section:

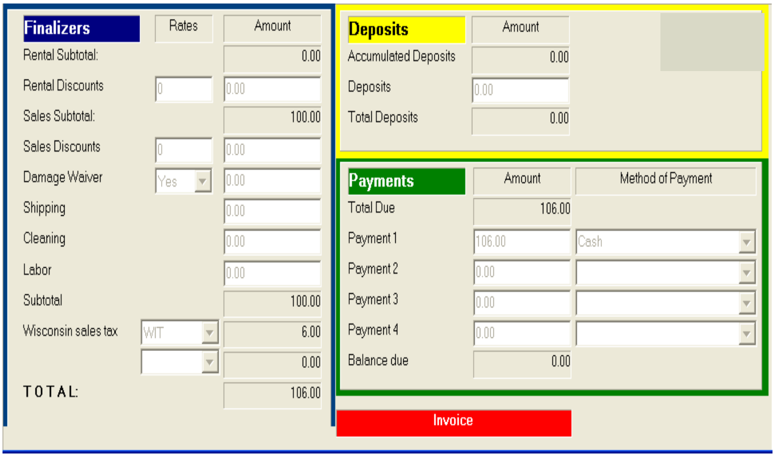
- If the Item you selected is a Serial item, click the arrow-button in the **Extension** field and select the correct serial number extension.
- Comments that have been entered about the item can be viewed, by clicking the down-arrow button in the **Comments** field.
- To change the quantity needed, enter the number in the **Quantity** field.
- To change the price of the item, insert your cursor in the Price field and change the amount shown.

Click the ⬅ icon to go back to the previous pane (Delivery)

12 Click **OK.**

13 To finalize the sale and generate the Invoice, click the **Final** button on the Toolbar in the middle of the window.

The system refreshes and displays three additional panels—**Finalizers**, **Deposits** and **Payments** as shown in the example below.



Finalizers	Rates	Amount
Rental Subtotal:		0.00
Rental Discounts	0	0.00
Sales Subtotal:		100.00
Sales Discounts	0	0.00
Damage Waiver	Yes	0.00
Shipping		0.00
Cleaning		0.00
Labor		0.00
Subtotal		100.00
Wisconsin sales tax	WIT	6.00
		0.00
TOTAL:		106.00

Deposits	Amount
Accumulated Deposits	0.00
Deposits	0.00
Total Deposits	0.00

Payments	Amount	Method of Payment
Total Due	106.00	
Payment 1	106.00	Cash
Payment 2	0.00	
Payment 3	0.00	
Payment 4	0.00	
Balance due	0.00	

14 In the **Finalizers** pane, do the following:

- Add any applicable Rental or Sales Discounts, Damage Waivers, Shipping, Cleaning and Labour charges.
- In the **Sales tax** drop-down list boxes, click the down-arrow buttons to select the applicable taxes.

15 If the payment is by credit card, and you have set up a scanner in Sirius, do the following in the Deposits pane to capture the customer's credit card information:

- Click the **Auth. Credit Card** button.
- Scan the credit card.
- To modify the information, click the **Modify** button.
- Click **Quit.**

Scanning the credit card DOES NOT authorize payment, it simply records the customer's credit card information, Once the sales or rental transaction is complete, the credit card information can then be processed for payment

16 In the Payments pane, notice that Sirius automatically displays the Total Due and the Payment 1 amount and method. You can modify the payment information, if necessary.

17 Click **OK**.

The Invoice will be printed and automatically displayed. See *“Printing Forms and Reports in Sirius” on page 33*.

If the customer makes a partial payment, a message will appear prompting you to apply the outstanding balance to their account.

Processing the Sale of a Rental Item

You can sell a rental item to a customer and then generate an invoice to record the sale. Rental items are defined as equipment currently in the rental inventory that may also be checked out.

■ To Process the Sale of a New Item or Accessory:

1 Choose **Invoices > Sales** from the **Customer Operations** menu.

The INVOICES window will appear.

2 Click the **Add** button on the Toolbar.

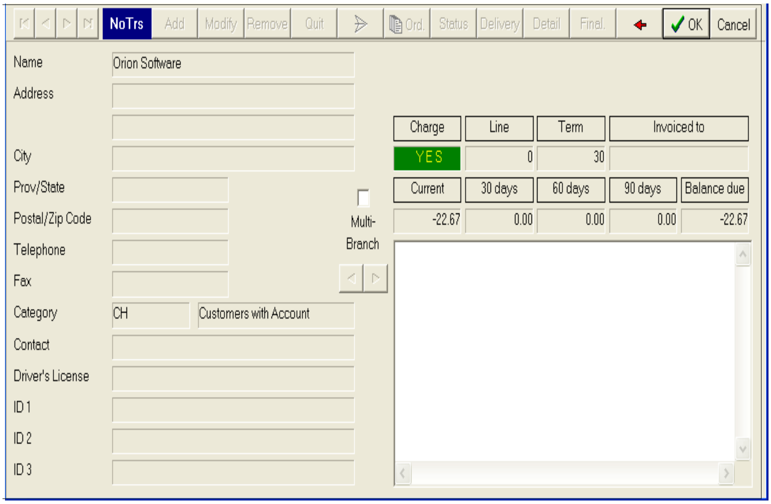
The window refreshes with the cursor in the **Customer** field.

3 In the **Customer** field, use either of the following methods to select the customer:

- Type the customer code (if known) and press **Enter**.
- Click the **Search** icon 🔍 and select a customer from the list.

Once you've selected a customer, the name, addresses and account status of the customer is automatically displayed as shown in the example below.

*The Credit Status of the customer is displayed in the **Charge** field. If the customer has gone over their credit limit or past their payment term "Payment Default" will be shown in red.*


NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
Address
City
Prov/State
Postal/Zip Code
Telephone
Fax
Contact
Driver's License
ID 1
ID 2
ID 3
Multi-Branch

Name: Orion Software

Category: CH Customers with Account

☐ Multi-Branch

Charge	Line	Term	Invoiced to
YES	0	30	

Current	30 days	60 days	90 days	Balance due
-22.67	0.00	0.00	0.00	-22.67

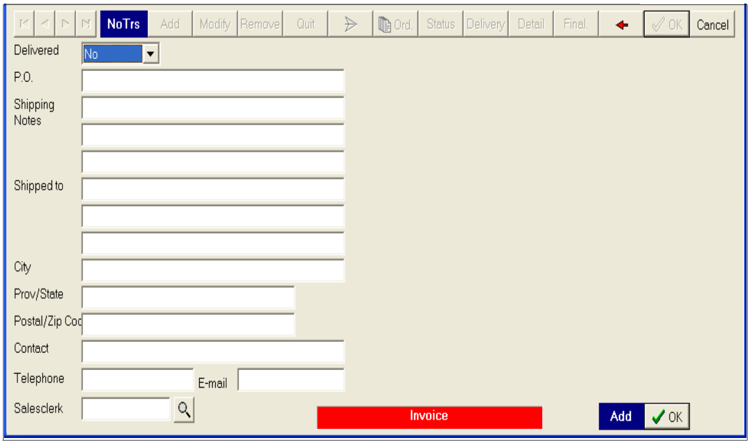
4 In the **Salesclerk** field, use either of the following methods to select the customer Sales Representative:

- Type the Salesclerk code (if known) and press Enter.
- Click the **Search** icon 🔍 to display the SALESCLERK SEARCH dialog and select a Salesclerk.

5 Leave the current dates shown in the **From** and **To** fields.

6 Click **OK**.

The window refreshes and the Delivery pane is displayed as shown in the example below.


NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
P.O.
Shipping Notes
Shipped to
City
Prov/State
Postal/Zip Cod
Contact
Telephone
E-mail
Salesclerk
Invoice
Add
OK

Delivered: No

7 Do one of the following in the Delivery pane:

- If the rental item being sold is to be delivered to the customer, select "Yes" in the **Delivery** field and enter the shipping notes, address and contact information. If the rental item being sold is not being delivered, leave ’No’ selected in the **Delivered** field.

Click the ← icon to go back to the previous pane (Delivery).

8 Click **OK**.

The window refreshes and your cursor jumps to the Item field.

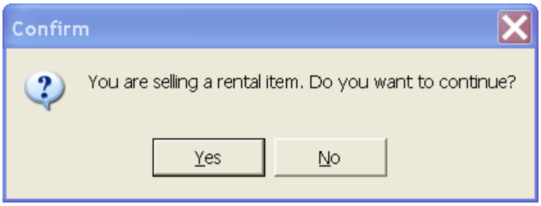
To maximize the Item pane click the 👆 icon. To minimize, click the 👇 icon.

9 In the **Item** field, use either of the following methods to select the Rental item you are selling to the customer.

- Type the Item code (if known) and press **Enter**.
- Click the **Search** icon 🔍 to display the ITEM SEARCH dialog and select an Item.

10 Click **OK.**

The following message will appear.

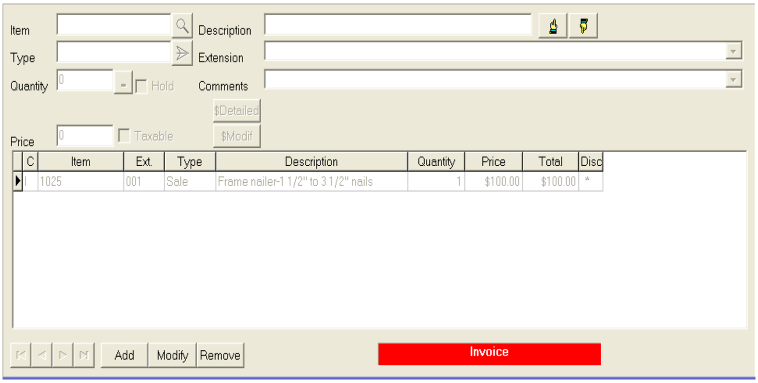


Confirm

You are selling a rental item. Do you want to continue?

11 Click **Yes**.

The rental item is displayed in the table and your cursor remains in the Item field to allow you to select additional items.

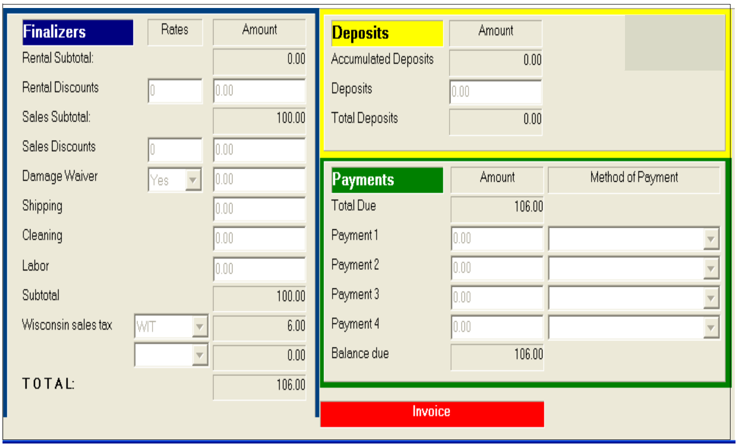


Item
Type
Quantity 0
☐ Hold
Price 0
☐ Taxable
Description
Extension
Comments

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc
	1025	001	Sale	Frame nailer-1 1/2" to 3 1/2" nails	1	$100.00	$100.00	*

12 Once you've finished selecting the rental items for sale, click the Final button.

The system refreshes and displays three additional panels—**Finalizers**, **Deposits** and **Payments** as shown in the example below.



Finalizers	Rates	Amount
Rental Subtotal:		0.00
Rental Discounts	0	0.00
Sales Subtotal:		100.00
Sales Discounts	0	0.00
Damage Waiver	Yes	0.00
Shipping		0.00
Cleaning		0.00
Labor		0.00
Subtotal		100.00
Wisconsin sales tax	WIT	6.00
		0.00
TOTAL:		106.00

Deposits	Amount
Accumulated Deposits	0.00
Deposits	0.00
Total Deposits	0.00

Payments	Amount	Method of Payment
Total Due	106.00	
Payment 1	0.00	
Payment 2	0.00	
Payment 3	0.00	
Payment 4	0.00	
Balance due	106.00	

13 In the **Finalizers** pane, do the following:

- Add any applicable Rental or Sales Discounts, Damage Waivers, Shipping, Cleaning and Labour charges.
- In the **Sales tax** drop-down list boxes, click the down-arrow buttons to select the applicable taxes.

14 If the payment is by credit card, and you have set up a scanner in Sirius, do the following in the Deposits pane to capture the customer's credit card information:

- Click the **Auth. Credit Card** button.
- Scan the credit card.
- To modify the information, click the **Modify** button.
- Click **Quit.**

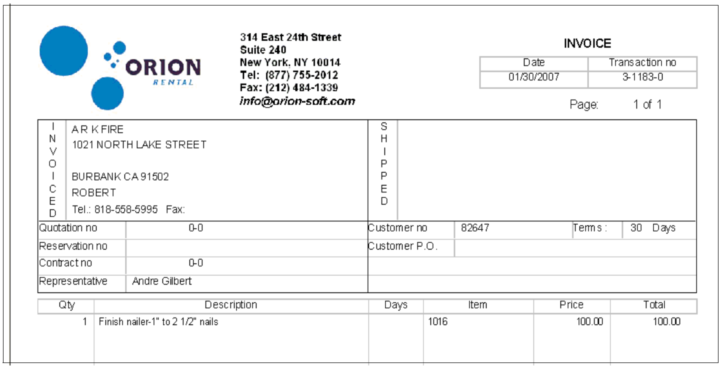
15 In the Payments pane, do the following:

- In the **Payment 1**field in the **Amount** column, type the amount received from the customer. It should equal the Total Due shown. (If a cash customer, the amount of the payment is automatically inserted by Sirius.).

- In the **Method of Payment** column, click the down-arrow button and select a payment method. For example, Cash, Check, MasterCard, Visa, American Express, Debit Card. You can enter up to four payments in the **Payment 1** to **Payment 4** fields.

16 Click **OK**.

The Invoice will be printed and automatically displayed as shown in the example below. See *“Printing Forms and Reports in Sirius” on page 33*.


ORION
RENTAL

314 East 24th Street
Suite 240
New York, NY 10014
Tel: (877) 755-2012
Fax: (212) 484-1339
info@orion-soft.com

INVOICE

Date	Transaction no
01/30/2007	3-1183-0

Page: 1 of 1

INVOICED
A R K FIRE
1021 NORTH LAKE STREET

BURBANK CA 91502
ROBERT
Tel.: 818-558-5995 Fax:

SHIPPED

Quotation no	0-0	Customer no	82647	Terms :	30 Days
Reservation no		Customer P.O.			
Contract no	0-0				
Representative	Andre Gilbert				

Qty	Description	Days	Item	Price	Total
1	Finish nailer-1" to 2 1/2" nails		1016	100.00	100.00

Chapter 11

Managing Inventory

This chapter shows you how to enter and manage your inventory in the Sirius program.

Here's what you'll find in this chapter:

- Entering Inventory in Sirius
- Setting Inventory Levels
- Purchasing Inventory Levels
- Receiving Purchased Inventory Items
- Setting Up Meters on Rental Equipment
- Transferring Stock between Branches
- Handling Broken or Lost Rental Equipment
- Adjusting Item Availability for Maintenance or Repair

Entering Inventory in Sirius

Entering Your Inventory Quantity As An Adjustment

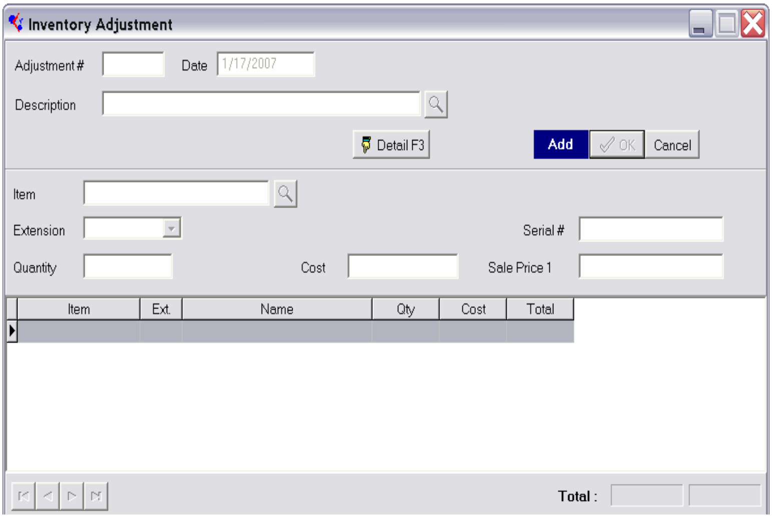
You can enter the quantity for each item into Sirius as an inventory adjustment.

- **To Enter Your Inventory Quantity as an Adjustment:**

1. Choose **Inventory Adjustment** on the **Inventory Management** menu.

   The INVENTORY ADJUSTMENT window will appear.

2. Click **Add**.


Inventory Adjustment
Adjustment #
Date
Description
Detail F3
Add
OK
Cancel
Item
Extension
Serial #
Quantity
Cost
Sale Price 1
Item
Ext.
Name
Qty
Cost
Total
Total :

Date 1/17/2007

In order to maintain an accurate inventory, it's important that you enter a brief, concise description of why you are adjusting the inventory quantity. Do not leave this field blank.

3. In the **Description** field, type a description that indicates that the reason for the adjustment is to enter inventory quantities for an item.

4. Click **Detail F3**.

5. In the **Item** field, either type the code of the Item you are adding to inventory, or click the Search icon and select the item from the list.

6 If the Item you are adding is a serialized item, click the down-arrow button beside **Extension** and select **New** to indicate this a new extension being added. If not, go to step 7.

7 In the **Quantity** field, type the quantity of the item you are adding to inventory.

8 In the **Cost f**ield, type the cost of the item whose quantity you are adding to inventory.

9 In the **Sale Price 1** field, accept the price shown for the item. or modify it, if necessary.

10 Click **OK**.

The item now appears in the Item table and the cursor returns to the **Item** field.

For serialized items, the quantity is automatically entered by Sirius. Since these are single items the quantity will be "0" or "1".

11 Click Cancel to display the following action buttons:

- To add additional quantities for the item, click **Add**.
- To modify the item quantity, click on the item, click **Modify**, make your changes and then click **OK**.
- To remove the item quantity you added, click on the item, click **Remove** and then click **OK**.

12 To return to the HEADER section of the window, click **Header F4**.

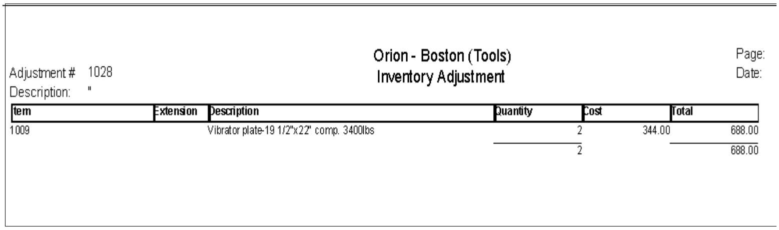
13 Click **OK**.

A message appears, stating "Do you want to print labels?"

14 Click "Yes" if you would like to print bar code labels for each Item Quantity you added. If not, click "No". See *“Printing Labels to Track Inventory Items” on page 185*.

Choosing to allow Sirius to print your bar code labels at this point, means you can avoid having to create them one at a time in the future.

Once you've removed the print label message, the Inventory Adjustment report appears. See *"Printing Forms and Reports in Sirius" on page 33*.



Orion - Boston (Tools)
Inventory Adjustment

Adjustment # 1028
Description: "
Page:
Date:

tem	Extension	Description	Quantity	Cost	Total
1009		Vibrator plate-19 1/2"x22" comp. 3400lbs	2	344.00	688.00
			2		688.00

The Inventory Adjustment report lists each of the item quantities you added, along with the cost of each.

The Inventory Adjustment report can be reprinted at any time. Simply select the item and then click the Print 🖨 *icon in the Header section.*

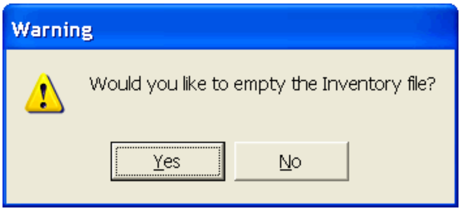
Entering Inventory Quantities using UPC Codes

You can enter inventory quantities for an item using a barcode scanner and UPC codes.

■ To Enter Inventory Quantities using UPC Codes:

1 Choose **Inventory > Reset Inventory File** from the INVENTORY MANAGEMENT window.

The following warning message will appear.



Warning

Would you like to empty the Inventory file?

2 Click "Yes" to empty the Inventory file.

3 Create a new inventory file and save it to a drive and directory.

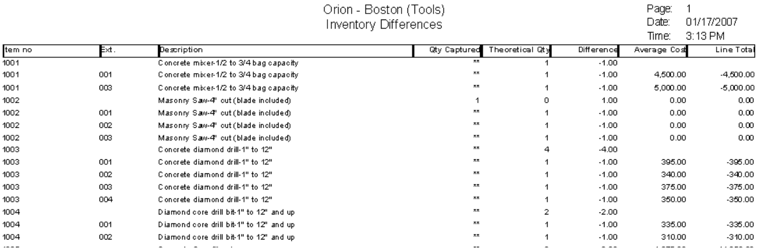
4 Choose **Inventory > Lot Transfer** from the INVENTORY MANAGEMENT window. A message will appear, stating "Select Inventory File".

5 Click **OK**.

6 Locate the drive and directory containing your Inventory File and click **Open** to download it into Sirius.

7 After the file has been downloaded, choose **Inventory > Difference Report** from the INVENTORY MANAGEMENT window.

The Inventory Differences Report will appear.



Orion - Boston (Tools)
Inventory Differences

Page: 1
Date: 01/17/2007
Time: 3:13 PM

Item no	Ext.	Description	Qty Captured	Theoretical Qty	Difference	Average Cost	Line Total
1001		Concrete mixer-1/2 to 3/4 bag capacity	**	1	-1.00		
1001	001	Concrete mixer-1/2 to 3/4 bag capacity	**	1	-1.00	4,500.00	-4,500.00
1001	003	Concrete mixer-1/2 to 3/4 bag capacity	**	1	-1.00	5,000.00	-5,000.00
1002		Masonry Saw-4' cut (blade included)	1	0	1.00	0.00	0.00
1002	001	Masonry Saw-4' cut (blade included)	**	1	-1.00	0.00	0.00
1002	002	Masonry Saw-4' cut (blade included)	**	1	-1.00	0.00	0.00
1002	003	Masonry Saw-4' cut (blade included)	**	1	-1.00	0.00	0.00
1003		Concrete diamond drill-1" to 12"	**	4	-4.00		
1003	001	Concrete diamond drill-1" to 12"	**	1	-1.00	395.00	-395.00
1003	002	Concrete diamond drill-1" to 12"	**	1	-1.00	340.00	-340.00
1003	003	Concrete diamond drill-1" to 12"	**	1	-1.00	375.00	-375.00
1003	004	Concrete diamond drill-1" to 12"	**	1	-1.00	350.00	-350.00
1004		Diamond core drill bit-1" to 12" and up	**	2	-2.00		
1004	001	Diamond core drill bit-1" to 12" and up	**	1	-1.00	335.00	-335.00
1004	002	Diamond core drill bit-1" to 12" and up	**	1	-1.00	310.00	-310.00

The Inventory Differences report compares the inventory quantity differences between Sirius and the downloaded Inventory File. See *“Printing Forms and Reports in Sirius” on page 33*.

8 If the results are not acceptable, click **Close** to exit the viewer and modify the Inventory File using the steps shown above. Repeat as many times as required.

9 Once you are satisfied with the results of the Inventory Differences Report, choose **Inventory > Update** from the INVENTORY MANAGEMENT window.

Update will adjust Sirius inventory quantities according to the quantities captured the barcode scanner.

Warning:
Running the Update operation is irreversible and may take several minutes.

Entering Inventory Quantities Manually

You can add items to your inventory manually, one at a time, using the ITEM MANAGEMENT window. For detailed instructions on adding items manually, see *“The Item Management window will appear.” on page 76*.

Printing Labels to Track Inventory Items

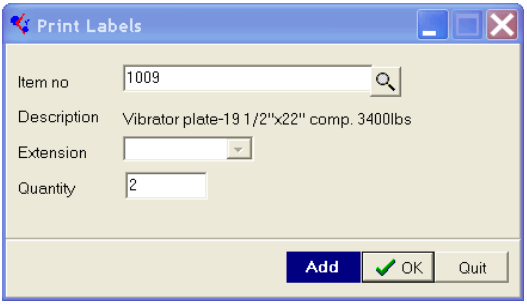
You can print a label for each of your inventory items using the PRINT LABELS window. Labeling allows you to track inventory item usage, revenue and costs.

*Before you can print labels, you must make sure that the **Print Product labels?** option is set to "Yes" on the Inventory window in Branch configuration. See "Appendix A - Branch Configuration".*

■ To Print Labels to Track Inventory Items:

1 Choose **Print Labels** from the **Inventory Management** menu.

The PRINT LABELS window appears.



Item no 1009

Description Vibrator plate-19 1/2"x22" comp. 3400lbs

Extension

Quantity 2

2 In the **Item No.** field, either type the code of the Item you want to print labels for, or click the Search icon and select the item from the list.

3 If you are printing a label for a serialized item, click the down-arrow button and select the applicable item **Extension**.

4 In the **Quantity** field, type the number of labels required. For serialized items, the quantity is automatically set at "1".

5 Click **Ok**.

6 Click **Quit**.

Setting Inventory Levels

Setting Minimum and Maximum Inventory Levels

You can set minimum and maximum inventory quantities for an Item in Sirius.

This is useful when creating a purchase item for a supplier. A prompt will appear to confirm that you want the system to generate the detailed purchase order.

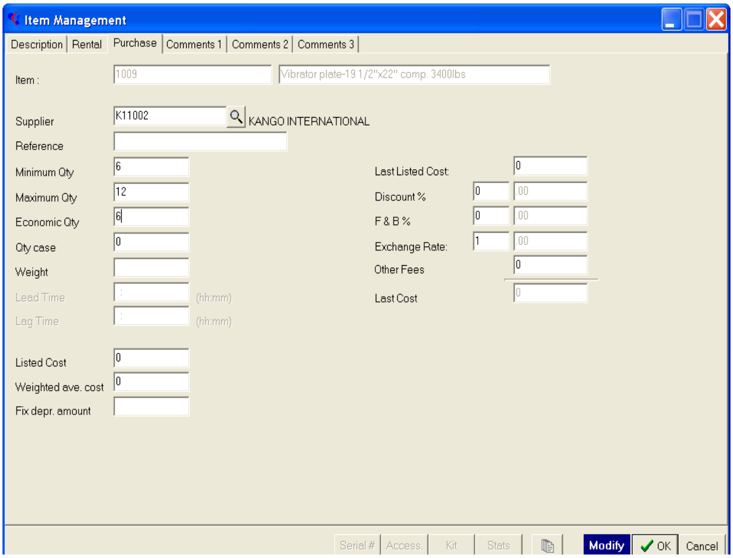
When you click "Yes", the system will compare "quantity in stock" versus "minimum quantity" for all items identified with the selected supplier. If the quantity in stock is smaller than the minimum quantity, the system will order whatever is required to reach the maximum quantity.

The instructions that follow assume you have added your inventory items to Sirius using the instructions shown in "Chapter 6 - Entering Data".

■ To Set Minimum and Maximum Inventory Levels:

1 Choose **Items** from the **Inventory Management** menu.

The ITEM MANAGEMENT window appears.



Item : 1009 Vibrator plate-19 1/2"x22" comp. 3400lbs

Supplier K11002 KANGO INTERNATIONAL

Reference

Minimum Qty 6

Maximum Qty 12

Economic Qty 6

Qty case 0

Weight

Lead Time : (hh:mm)

Lag Time : (hh:mm)

Listed Cost 0

Weighted ave. cost 0

Fix depr. amount

Last Listed Cost: 0

Discount % 0 .00

F & B % 0 .00

Exchange Rate: 1 .00

Other Fees 0

Last Cost 0

2 On the ITEM MANAGEMENT window, click the **Search** 🔍 icon beside the **Item Code** field and select the item for which you want to set quantities.

3 Click **Modify.**

4 Click the Purchase tab.

*To quickly locate an Item, type the Item code in the **Search** field and click **Go**, or use the control buttons |◀ ◀ ▶ ▶| at the bottom of the window to scroll through the records.*

5 In the **Minimum Qty** field, type the minimum quantity to be kept in stock. For automatic orders, the item is ordered once the quantity drops to the Minimum Qty number.

For more information on automatic orders, see *“Creating a Purchase Order” on page 188*.

6 In the **Maximum Qty** field, type the maximum quantity, not to be surpassed. For automatic orders, this is the maximum number of the item that can be ordered.

7 In the **Economical Qty** field, type the minimum quantity to ordered to benefit from any volume discount offered by the Supplier.

The Last Listed Cost price will appear by default on your purchase orders.

8 Click **Ok**.

9 Click **Quit**.

Purchasing Inventory Items

Creating a Purchase Order

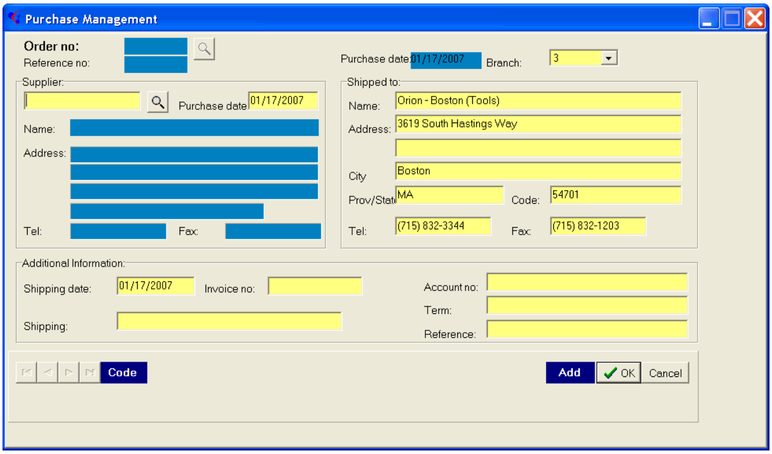
You can add items to your inventory by generating a Purchase Order to replenish stock. When the stock is received Sirius will automatically update your inventory quantities.

■ To Create a Purchase Order:

1 Choose **Purchase - Order** from the **INVENTORY MANAGEMENT** window.

The PURCHASE MANAGEMENT window appears.

2 Click **Add**.



Purchase Management
Order no:
Reference no:
Supplier:
Name:
Address:
Tel:
Fax:
Shipped to:
Additional Information:
Invoice no:
Shipping:
Account no:
Term:
Reference:
Code
Add
OK
Cancel

Purchase date: 01/17/2007
Branch: 3
Supplier Purchase date: 01/17/2007
Shipped to Name: Orion - Boston (Tools)
Address: 3619 South Hastings Way
City: Boston
Prov/State: MA
Code: 54701
Tel: (715) 832-3344
Fax: (715) 832-1203
Shipping date: 01/17/2007

3 In the **Supplier** field, either type the Supplier code, or click the Search 🔍 icon and select the supplier with whom you are placing the order.

The supplier’s address, as well as any additional information, will automatically appear in the **Supplier** and **Shipped To** sections.

Since you can create orders for other Branches in your organization, it is very important to specify the branch where the order will be delivered.

4 In the **Purchase Date** field, leave the default current date shown or type a new date.

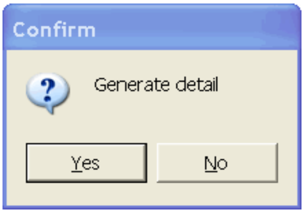
5 In the **Branch** field, specify the Branch to which the item will be delivered. See *“Creating a Purchase Order for Multiple Branches” on page 193*.

6 Modify the **Shipped To** address section, if necessary. The address shown, is the default address for the branch.

7 In the **Additional Information** section, move through and complete the necessary information.

8 Click **OK**.

The following message will appear.



Confirm

Generate detail

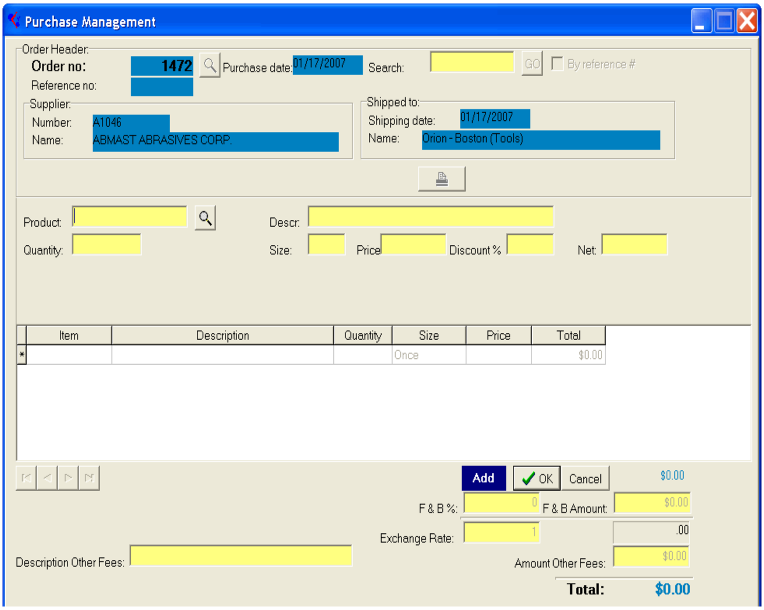
9 Do one of the following:

- Click **Yes** if you want to perform an automatic order.

  This means that all items ordered from this Supplier that have fallen below the specified Minimum quantity are automatically added to the Purchase Order. See *“Setting Minimum and Maximum Inventory Levels” on page 186*.

- Click **No** to manually add the items you want to order.

The Detail information will appear with your cursor in the **Product** field. Any automatic order items will be shown in the Item table.


Purchase Management
Order Header:
Search:
GO
☐ By reference #
Reference no:
Supplier:
Shipped to:
Product:
Descr:
Quantity:
Size:
Price
Discount %
Net:
Add
✓ OK
Cancel
Description Other Fees:

Order no: 1472

Purchase date: 01/17/2007

Supplier Number: A1046

Name: ABMAST ABRASIVES CORP.

Shipping date: 01/17/2007

Name: Orion - Boston (Tools)

	Item	Description	Quantity	Size	Price	Total
*				Once		$0.00

$0.00

F & B %: 0

F & B Amount: $0.00

Exchange Rate: 1

.00

Amount Other Fees: $0.00

Total: $0.00

10 To add the product items you want to order, either type the Item Code in the **Product** field, or click the Search 🔍 icon and select an item from the list.

The product you added now appears on the Item table in the middle of the window.

11 In the **Description** field, leave the description shown or modify, if necessary.

12 In the **Quantity** field, type the number you would like to order. You can order a quantity greater than 1, even for serialized items.

13 In the **Size** field, leave the default value shown, or type a different size.

14 In the **Price** field, leave the default price (Listed Cost) for the item shown, or type a new price.

15 In the **Discount %** field, leave the default discount shown, or type a new discount.

Sirius will automatically calculate and display the Net price for the item (Price less Discount% = Net Price).

16 Click **OK**.

The cursor returns to the **Product** field, ready for you to add additional items to the Purchase Order.

17 Once you've finished adding the items to be ordered, click **Cancel**.

Each item you added is shown in the Item table along with the number of quantities ordered and the total price.

- To modify the items in the Purchase Order, click on the Item, then click **Modify**.
- To add new items to the Purchase Order, click **Add.**
- To remove items from the Purchase Order, click on the Item and then click **Remove**.

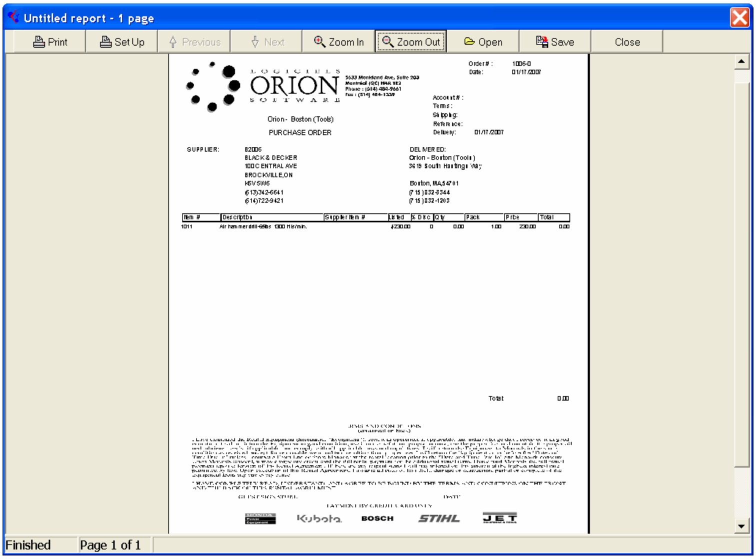
Click the ? icon to view detailed inventory information for the item. This includes the Quantity in inventory (Qty Inv), the Minimum Qty, Maximum Qty and the Listed Cost.

18 If there are other fees associated with the purchase, click the **Other Fees F5** button, and then do the following:

- In the **F & B%** field, type the freight and board percentage rate, if applicable. Sirius will automatically calculate the F & B amount.
- In the **Exchange Rate** field, type the rate if payment is in foreign currency.
- If there are miscellaneous 'other fees', type a description in the **Description Other Fees** field and then type the amount of the fee in the **Amount Other Fees** field.
- Click the 🔄 icon to save the information.

19 To generate the Purchase Order, click **Finalize**.

The Purchase Order appears. See *"Printing Forms and Reports in Sirius" on page 33*.


Untitled report - 1 page
Print
Set Up
Previous
Next
Zoom In
Zoom Out
Open
Save
Close
LOGICIELS ORION SOFTWARE
KUBOTA
BOSCH
STIHL
JET

5633 Monkland Ave, Suite 203
Montréal (QC) H4A 1E2
Phone : (514) 484-9661
Fax : (514) 484-1339

Order # : 1006-0
Date: 01/17/2007

Account # :
Terms :
Shipping:
Reference:
Delivery: 01/17/2007

Orion - Boston (Tools)

PURCHASE ORDER

SUPPLIER:
82006
BLACK & DECKER
100 CENTRAL AVE
BROCKVILLE,ON
K6V 5W6
(613)342-6641
(614)722-9421

DELIVERED:
Orion - Boston (Tools)
3619 South Hastings Way

Boston, MA,54701
(715)832-8344
(715)832-1203

Item #	Description	Supplier Item #	Listed	% Disc	Qty	Pack	Price	Total
1011	Air hammer drill-65lbs 1300 Hits/min.		$230.00	0	0.00	1.00	230.00	0.00

Total 0.00

Finished
Page 1 of 1

To return to the Header page of the Purchase Order, click the ***Header F4*** *button at the bottom of the window.*

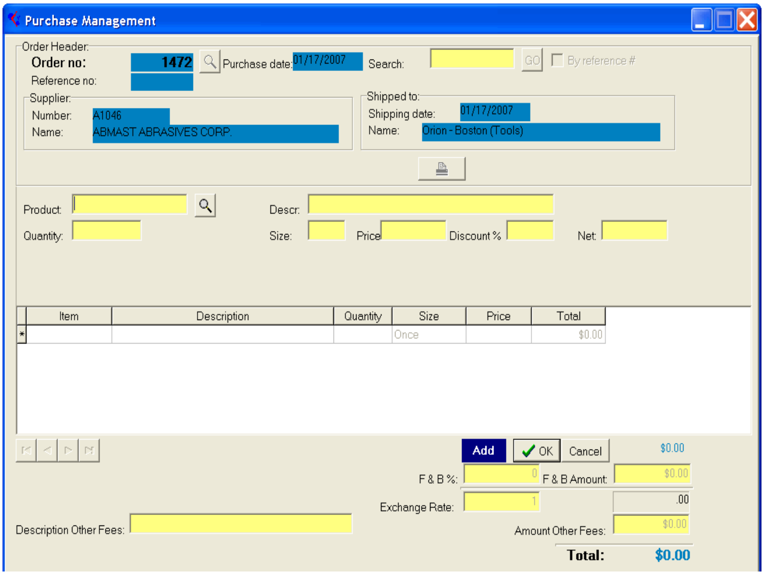
To cancel the entire Purchase Order, click ***Cancel Transaction*** *at the bottom of the window.*

Creating a Purchase Order for Multiple Branches

You can create Purchase Orders for other branches in your organization. This allows you to centralize your purchases by managing them from a single branch.

■ To Create a Purchase Order for Multiple Branches:

1 On the PURCHASE MANAGEMENT window, in the Branch field, select the destination Branch for the order you are creating.


Purchase Management
Order Header:
Search:
GO
☐ By reference #
Supplier:
Shipped to:
Product:
Descr:
Quantity:
Size:
Price
Discount %
Net:
Add
✓ OK
Cancel
F & B %:
F & B Amount:
Exchange Rate:
Description Other Fees:
Amount Other Fees:

Order no: 1472

Purchase date: 01/17/2007

Reference no:

Supplier: Number: A1046

Name: ABMAST ABRASIVES CORP.

Shipped to: Shipping date: 01/17/2007

Name: Orion - Boston (Tools)

Item	Description	Quantity	Size	Price	Total
*			Once		$0.00

F & B %: 0 F & B Amount: $0.00

Exchange Rate: 1 .00

Amount Other Fees: $0.00

Total: $0.00

2 The remaining instructions are the same as those for regular purchase orders. See *“Creating a Purchase Order” on page 188*.

Keep in mind the following when creating multi-branch Purchase Orders:

- Orders created for branches other than the current one are flagged with a red dial in the header, to the right of the number of the destination branch. This dial indicates that the order has been created for another branch, but has not yet been exported to it. Once an order has been exported, the dial turns green.

- New numbers are created for exported orders according to destination branch enumeration systems, although the original number from source branch will be preserved as the reference number.
- You can search for an order according to its main branch PO number. If the order is to be modified, the changes must be made in the branch the order was created. The dial switches back to red to indicate that the modified order must be re-exported. Simply repeat the export, transfer and import processes.The dial will then switch back to green to indicate the export is completed. Order reception is performed at the destination branch.

Receiving Purchased Inventory Items

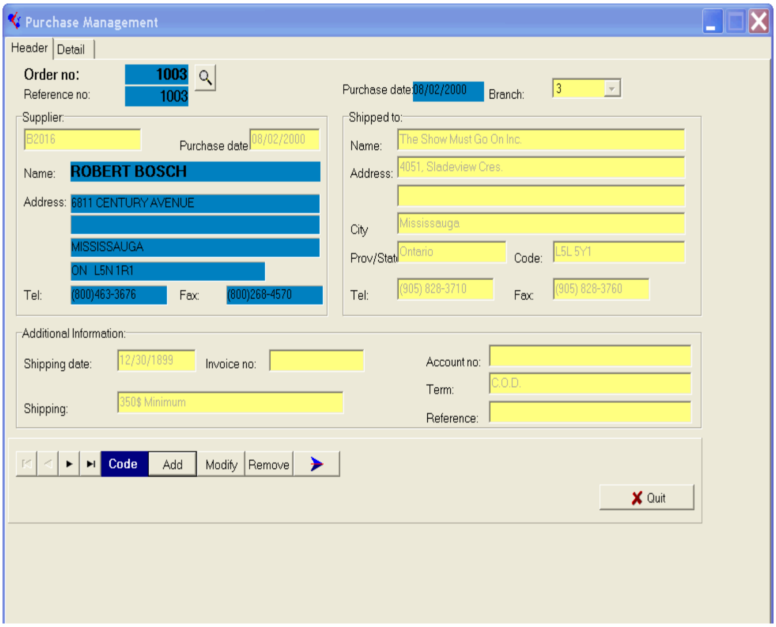
Receiving Equipment Ordered Using a Purchase Order

You can receive equipment that you've ordered with a Purchase Order and add them to your inventory.

■ To Receive Equipment Ordered Using a Purchase Order:

1 Choose **Purchase - Order** from the **INVENTORY MANAGEMENT** window.

2 The PURCHASE MANAGEMENT window appears.



Order no: 1003
Reference no: 1003
Purchase date: 08/02/2000
Branch: 3

Supplier:
B2016
Purchase date: 08/02/2000
Name: ROBERT BOSCH
Address: 6811 CENTURY AVENUE
MISSISSAUGA
ON L5N 1R1
Tel: (800)463-3676
Fax: (800)268-4570

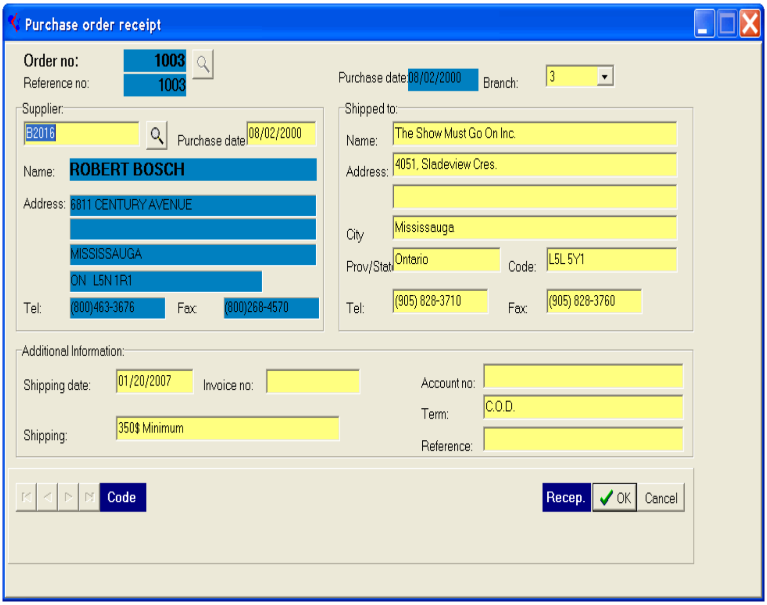
Shipped to:
Name: The Show Must Go On Inc.
Address: 4051, Sladeview Cres.
City: Mississauga
Prov/State: Ontario
Code: L5L 5Y1
Tel: (905) 828-3710
Fax: (905) 828-3760

Additional Information:
Shipping date: 12/30/1899
Invoice no:
Account no:
Term: C.O.D.
Shipping: 350$ Minimum
Reference:

3 In the **Order no.** field, click the **Search** 🔍 icon and select the Purchase Order whose equipment you've received.

4 Click the ➤ icon.

The PURCHASE ORDER RECEIPT window will appear.



Order no: 1003
Reference no: 1003
Purchase date: 08/02/2000
Branch: 3

Supplier: B2016
Purchase date: 08/02/2000
Name: ROBERT BOSCH
Address: 6811 CENTURY AVENUE
MISSISSAUGA
ON L5N 1R1
Tel: (800)463-3676
Fax: (800)268-4570

Name: The Show Must Go On Inc.
Address: 4051, Sladeview Cres.
City: Mississauga
Prov/State: Ontario
Code: L5L 5Y1
Tel: (905) 828-3710
Fax: (905) 828-3760

Shipping date: 01/20/2007
Invoice no:
Account no:
Term: C.O.D.
Shipping: 350$ Minimum
Reference:

5 Review the original purchase order information shown on the RECEIPT window. If the equipment you received is a serialized item, keep in mind the following:

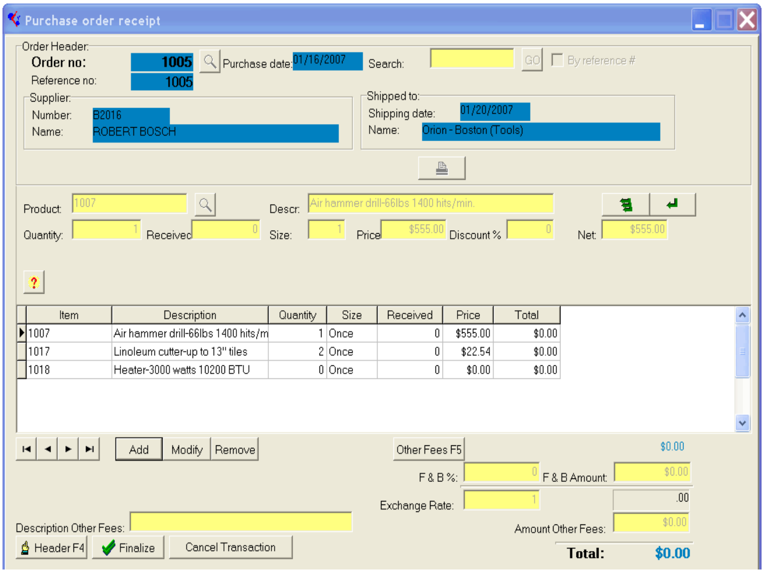
- The date entered in the **Shipping Date** field is the one that will appear in the **Purchase Date** field in the SERIAL NUMBER MANAGEMENT window.
- The **Invoice no**. will also appear on the SERIAL NUMBER MANAGEMENT window.

6 If the invoice number is unknown when you receive the equipment, enter your supplier’s packing slip number in the **Reference** field.

Equipment received from a multi-branch Purchase Order must be recorded in the destination branches, not in the main branch. See “Receiving Purchased Inventory Items” on page 195.

7 Click **OK.**

The RECEIPT window will appear showing the items that were ordered on the original Purchase Order.



Order Header:
Order no: 1005
Purchase date: 01/16/2007
Search:
Reference no: 1005
Supplier:
Number: B2016
Name: ROBERT BOSCH
Shipped to:
Shipping date: 01/20/2007
Name: Orion - Boston (Tools)

Product: 1007
Descr: Air hammer drill-66lbs 1400 hits/min.
Quantity: 1
Received: 0
Size: 1
Price: $555.00
Discount %: 0
Net: $555.00

Item	Description	Quantity	Size	Received	Price	Total
1007	Air hammer drill-66lbs 1400 hits/m	1	Once	0	$555.00	$0.00
1017	Linoleum cutter-up to 13" tiles	2	Once	0	$22.54	$0.00
1018	Heater-3000 watts 10200 BTU	0	Once	0	$0.00	$0.00

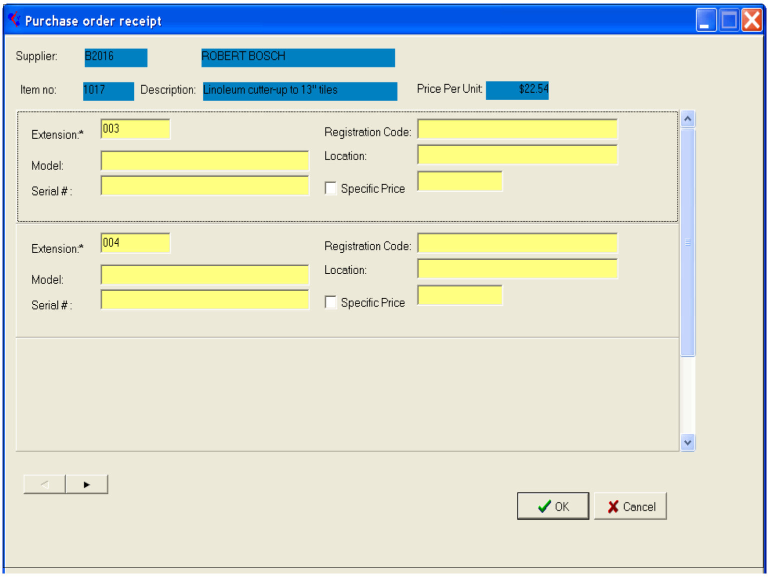
$0.00
F & B %: 0
F & B Amount: $0.00
Exchange Rate: 1
.00
Description Other Fees:
Amount Other Fees: $0.00
Total: $0.00

8 Do one of the following to verify that you have received the items:

- If you received all of the items, click the icon.
- If you received one or more of the items, but not all, click on the items received and then click the ↵ icon.
- If you received less quantities for an item than ordered, do the following:
  - Click on the item in the table.
  - Click **Modify**.
  - Type the quantity received in the **Received** field. The remaining quantities are considered to be back-ordered.

9 Click the **Finalize** button to complete the receipt process. Inventory quantities are now adjusted to include the new items.

10 If the items you ordered are serialized, the following window will appear displaying the new extension numbers for each serialized item in the order.



Supplier: B2016 ROBERT BOSCH
Item no: 1017
Description: Linoleum cutter-up to 13" tiles
Price Per Unit: $22.54
Extension:* 003
Extension:* 004

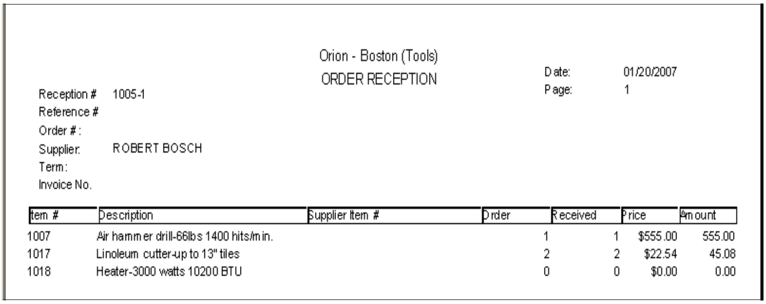
By default, Sirius assigns each new serialized item the next available extension number. Do one of the following:

- Click **Cancel** and leave the remaining extension fields blank. You will have to enter the information later on the SERIAL NUMBER MANAGEMENT window. See *“Managing Serialized Items” on page 89*.
- Complete any or all of the remaining fields shown—**Model**, **Serial #**, **Registration Code**, **Location** and **Specific Price**. If you complete the fields here, you will not have to open the SERIAL NUMBER MANAGEMENT window and enter the information. Click **OK** once you’ve finished.

A message will appear after you click **Cance**l or **OK**, stating "Do you Want to Print Labels".

11 Click "Yes" to print labels, otherwise, click "No". For details and instructions on printing labels, see page 214.

The Order Reception report will appear. See *“Printing Forms and Reports in Sirius” on page 33*.



Orion - Boston (Tools)
ORDER RECEPTION

Date: 01/20/2007
Page: 1

Reception # 1005-1
Reference #
Order # :
Supplier: ROBERT BOSCH
Term:
Invoice No.

Item #	Description	Supplier Item #	Order	Received	Price	Amount
1007	Air hammer drill-66lbs 1400 hits/min.		1	1	$555.00	555.00
1017	Linoleum cutter-up to 13" tiles		2	2	$22.54	45.08
1018	Heater-3000 watts 10200 BTU		0	0	$0.00	0.00

The Order Reception report should be given to Accounts Payable so they can reconcile the items received, with the items shown on the Supplier’s invoice.

Setting Up Meters on Rental Equipment

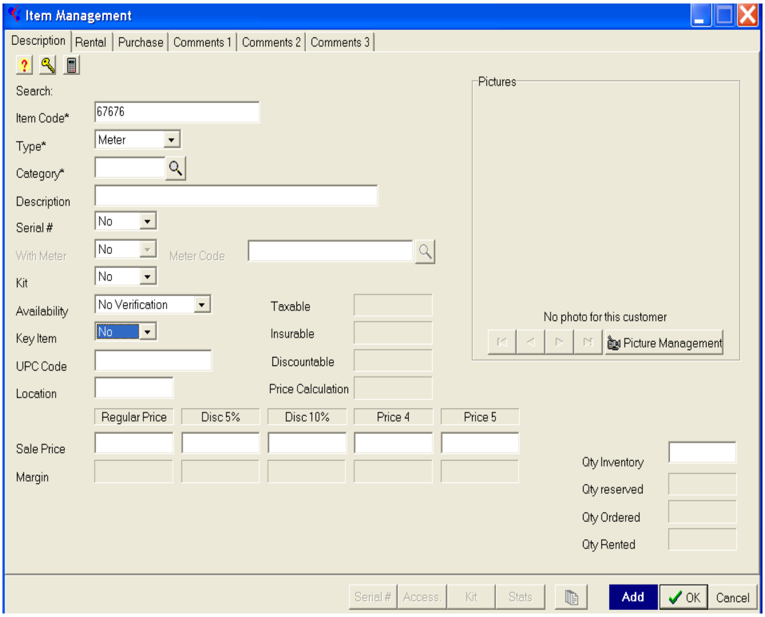
Creating a Meter Item

You can create a meter item which can then be attached to another item to measure usage. The instructions for adding a meter item are similar to those used when adding other item types. See *"The Item Management window will appear." on page 76* or *"Modifying Item Details" on page 87*.

■ **To Set Up a Meter:**

1 Choose **Items** from the **INVENTORY MANAGEMENT** menu. The Item Management window appears.

2 Click **Add**.



Item Code* 67676
Type* Meter
Serial # No
With Meter No
Kit No
Availability No Verification
Key Item No
No photo for this customer

Item Management
Description
Rental
Purchase
Comments 1
Comments 2
Comments 3
Search:
Category*
Description
Meter Code
UPC Code
Location
Taxable
Insurable
Discountable
Price Calculation
Pictures
Picture Management
Regular Price
Disc 5%
Disc 10%
Price 4
Price 5
Sale Price
Margin
Qty Inventory
Qty reserved
Qty Ordered
Qty Rented
Serial #
Access.
Kit
Stats
Add
OK
Cancel

3 In the **Item Code** field, type a code that identifies the meter Item.

It is recommended that the meter code begin with a non-numeric or alphabetical character so as to put the meters outside the scope of your real inventoy.

For example, if you entered a meter code of **+HM1025** it would indicate the following:

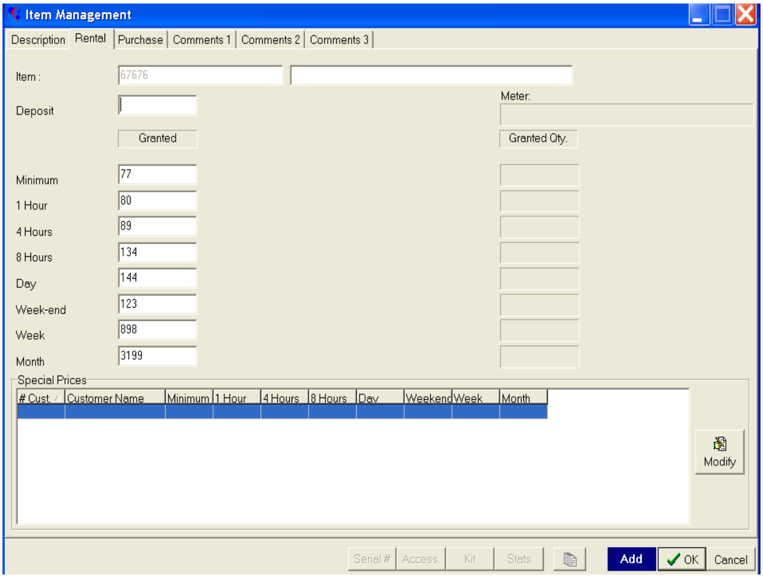
- **+** sets the code outside the normal scope of inventory items.
- **HM** indcates that it is an hour meter and it is followed by the item code using this meter (1025)
- **1025** is the item code

4. In the **Type** field, click the down-arrow button and select "Meter".
5. In the **Category** field, click the Search 🔍 icon and select the Item Category to which the item belongs.
6. In the **Description** field, type a description that uniquely identifies the item as a metered item. For example, hour meter, mileage meter, etc.
7. In the **Serial #:** field, leave "No" selected if the metered item is not serialized, otherwise, select "Yes".
8. In the **With Meter** field, leave "No" selected.

   The **With Meter** field is used when attaching a metered item to another item to measure usage. See *page 78* to find out how to attach a metered item to another item.

9. In the **Availability** field, select "No Verification".
10. In the **Key Item** field**,** select "No".

11 Click the **Rental** tab. The Rental tab will appear.


Item Management
Description
Rental
Purchase
Comments 1
Comments 2
Comments 3
Meter:
Granted
Granted Qty.
Special Prices
# Cust.
Customer Name
Minimum
1 Hour
4 Hours
8 Hours
Day
Weekend
Week
Month
Modify
Serial #
Access.
Kit
Stats
Add
OK
Cancel

Item : 67676

Deposit

Minimum 77

1 Hour 80

4 Hours 89

8 Hours 134

Day 144

Week-end 123

Week 898

Month 3199

12 In the **Granted** column, move through and enter the granted hours of usage for every rental period.

13 In the **Sales Price** field, type the price to charge by meter unit (hour, mile. etc.) for excess usage.

14 Click **OK** to until you reach the **Comments** tab.

15 Enter your comments.

16 Click **OK** to return to the Description tab.

17 Click **OK**.

18 Click **Quit**.

Viewing and Adjusting Meter Usage in Serial Number Management

You can view and adjust meter usage for an item directly on the SERIAL NUMBER MANAGEMENT window.

■ To View and Adjust Meter Usage:

1 Choose **Items** from the **Inventory Management** window.

The ITEM MANAGEMENT window appears.

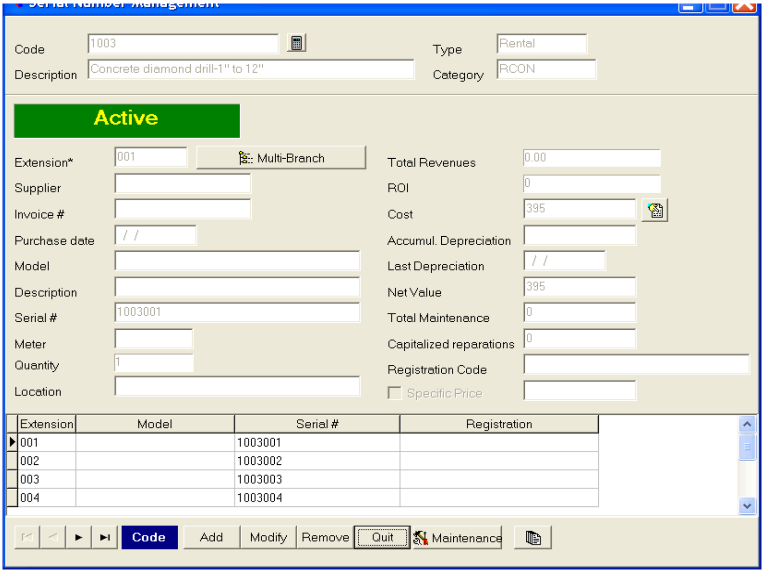
2 Use either the **Search** or **Item Code** fields to select the item whose meter usage you want to view

See *"The Item Management window will appear." on page 76* or *"Modifying Item Details" on page 87*.

*You could adjust the meter usage by clicking **Modify** and entering a new total in the **Meter** field. Normally, though, meter usage is adjusted on the RENTAL CONTRACT window when an item is returned. See "Viewing and Adjusting Meter Usage on the Rental Contract" on page 204.*

3 Click **Serial #** in the toolbar at the bottom of the window.

The SERIAL NUMBER MANAGEMENT window will appear.



Code: 1003
Description: Concrete diamond drill-1" to 12"
Type: Rental
Category: RCON
Active
Extension*: 001
Supplier:
Invoice #:
Purchase date: / /
Model:
Description:
Serial #: 1003001
Meter:
Quantity: 1
Location:
Total Revenues: 0.00
ROI: 0
Cost: 395
Accumul. Depreciation:
Last Depreciation: / /
Net Value: 395
Total Maintenance: 0
Capitalized reparations: 0
Registration Code:
☐ Specific Price

Extension	Model	Serial #	Registration
001		1003001	
002		1003002	
003		1003003	
004		1003004	

The current meter usage for the item is shown in the **Meter** field.

4 Click **OK** to exit.

Viewing and Adjusting Meter Usage on the Rental Contract

You can view and adjust the meter usage for an item on the Rental Contract in the following circumstances:

- prior to the item going out on a rental. This allows you to record the beginning usage value of the item prior to the rental.
- after the item has been returned to determine the amount of usage to charge the cusotmer.

Rental Item Going Out:

1. Choose **Rental Contract** from the **Customer Operation**s menu.

   The RENTAL CONTRACT window appears.

2. Select the customer whose is renting the metered item.
3. In the **Item** field, either type the item code for the metered item you want to adjust, or click the Search icon 🔍 and select the item.
4. In the **Quantity** field (if based on hourly use), or **Mileage** (if based on mileage), type the current usage value on the meter for the item going out.
5. Click **OK**.

   The Hour or Mileage metered item is added to the table.

Rental Item Returned:

1. Choose **Rental Contract** from the **Customer Operation**s menu.

   The RENTAL CONTRACT window appears.

2. Select the customer whose metered item you are returning.
3. In the **Trs** field, search for and select the rental contract you are closing. See *“Searching for Rental Contracts” on page 144* for instructions.

4 Click the Transformation icon.

The RENTAL INVOICE window will appear.

5 In the **Item** field, either type the item code for the metered item you want to adjust, or click the Search icon and select the item.

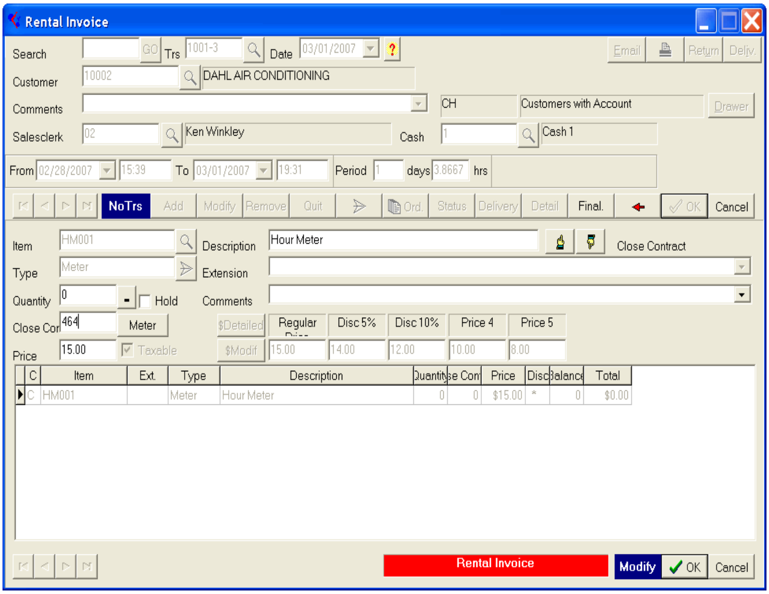
6 Read the meter on the returned item to determine the usage value.

7 In the **Close Contract** field, type the new usage amount and then click **OK**.

8 Click the icon to return the metered item as you would any other item. See *"Closing Rental Contracts" on page 162*.

Notice that **Balance** column shows the number of hours, or the mileage amount used by the customer.

Before returning the items, you can click the Meter button to view the number of hours, or amount of mileage to be charged to the customer based on the usage you entered.


Rental Invoice
GO
Email
Return
Deliv.
Drawer
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
Meter
$Detailed
$Modif
Rental Invoice
Modify
OK
Cancel

Search	
Trs	1001-3
Date	03/01/2007
Customer	10002 DAHL AIR CONDITIONING
Comments	
	CH Customers with Account
Salesclerk	02 Ken Winkley
Cash	1 Cash 1
From	02/28/2007 15:39
To	03/01/2007 19:31
Period	1 days 3.8667 hrs
Item	HM001
Description	Hour Meter
Close Contract	
Type	Meter
Extension	
Quantity	0
Hold	☐
Comments	
Close Cor	464
Price	15.00
Taxable	☑

Regular Price	Disc 5%	Disc 10%	Price 4	Price 5
15.00	14.00	12.00	10.00	8.00

C	Item	Ext.	Type	Description	Quantity	Close Con	Price	Disc	Balance	Total
C	HM001		Meter	Hour Meter	0	0	$15.00	*	0	$0.00

Transferring Stock between Branches

Transferring Bulk Stock Items to another Branch

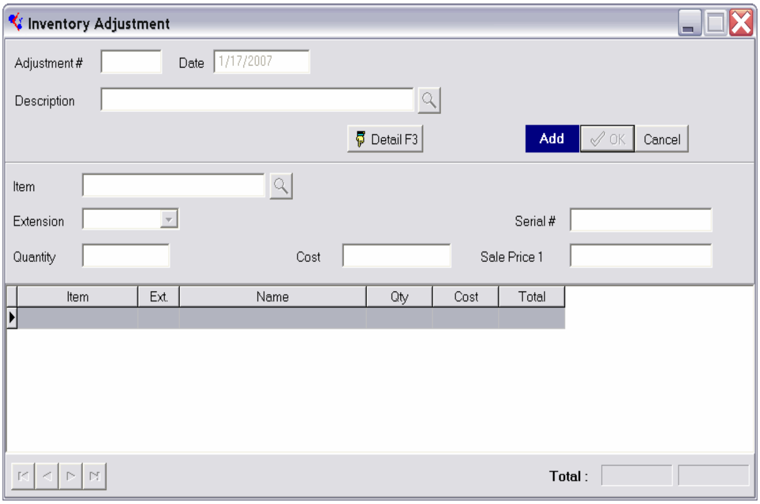
You can use the INVENTORY ADJUSTMENT window to transfer bulk stock items between Branches in your organization.

■ To Transfer Bulk Stock to Another Branch:

1 Choose **Inventory Adjustment** on the **Inventory Management** menu.

The INVENTORY ADJUSTMENT window will appear.

2 Click **Add**.


Inventory Adjustment
Adjustment #
Date
1/17/2007
Description
Detail F3
Add
OK
Cancel
Item
Extension
Serial #
Quantity
Cost
Sale Price 1
Item
Ext.
Name
Qty
Cost
Total
Total :

3 In the **Description** field, type "Inventory Transfer to Branch No. (insert number)".

4 Click **Detail F3**.

5 In the **Item** field, either type the code of the Item that is being transferred or click the Search 🔍 icon and select the item from the list.

6 In the **Quantity** field, type -1 to indicate the item is being transferred out of your inventory.

7 In the **Cost f**ield, type the cost of the item.

8 Click **OK**.

The item now appears in the Item table.

9 Click **Cancel**.

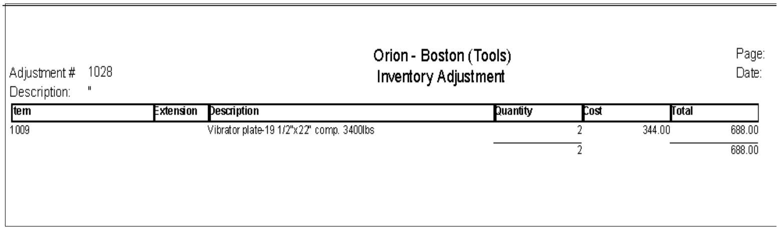
10 Click **Header F4**.

11 Click **OK**.

A message appears, stating "Do you want to print labels?"

12 Click "No".

Once you’ve removed the print label message, the Inventory Adjustment report appears. See *“Printing Forms and Reports in Sirius” on page 33*.



Orion - Boston (Tools)
Inventory Adjustment

Adjustment # 1028
Description: "

Page:
Date:

Item	Extension	Description	Quantity	Cost	Total
1009		Vibrator plate-19 1/2"x22" comp. 3400lbs	2	344.00	688.00
			2		688.00

The Inventory Adjustment report lists the item quantity that was transferred and should be sent (along with the item) to the receiving Branch, See *“Receiving Transferred Stock” on page 210*.

Transferring a Serialized Item to another Branch

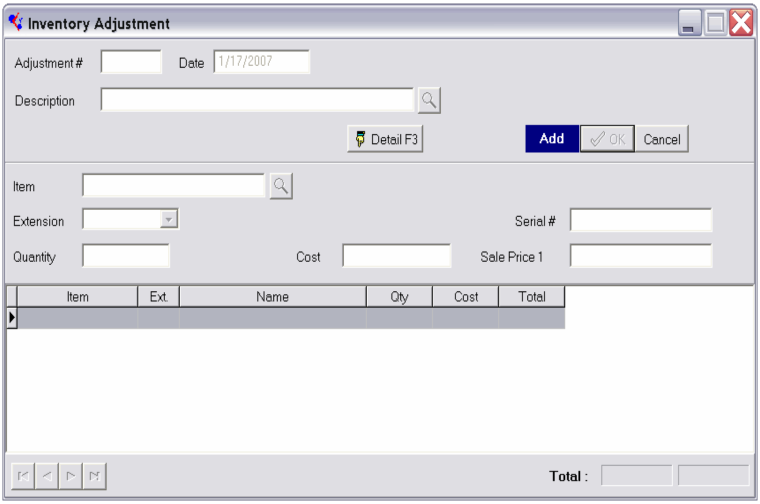
You can use the INVENTORY ADJUSTMENT window to transfer serialized items between Branches in your organization.

■ To Transfer Serialized Items to Another Branch:

1 Choose **Inventory Adjustment** on the **Inventory Management** menu.

The INVENTORY ADJUSTMENT window will appear.

2 Click **Add**.


Inventory Adjustment
Adjustment #
Description
Detail F3
Add
OK
Cancel
Item
Extension
Serial #
Quantity
Cost
Sale Price 1
Item
Ext.
Name
Qty
Cost
Total
Total :

Date 1/17/2007

3 In the **Description** field, type "Inventory Transfer to Branch No. (insert number)".

4 Click **Detail F3**.

5 In the **Item** field, either type the code of the serialized Item being transferred, or click the Search 🔍 icon and select the item from the list.

6 In the **Quantity** field, type -1 to indicate the item is being transferred out of your inventory.

7 Click the down-arrow button beside **Extension** and select the extension number being transferred.

Since serialized items are single quantity items, Sirius will automatically enter the **Quantity** as "0".

8 Click **OK**.

The item now appears in the Item table.

9 Click **Cancel**.

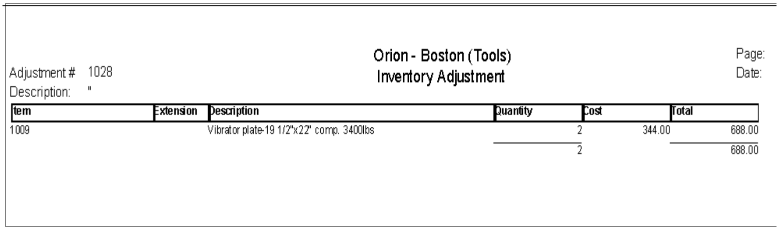
10 Click **Header F4**.

11 Click **OK**.

A message appears, stating "Do you want to print labels?"

12 Click "No".

Once you've removed the print label message, the Inventory Adjustment report appears. See *"Printing Forms and Reports in Sirius" on page 33*.



Orion - Boston (Tools)
Inventory Adjustment

Page:
Date:

Adjustment # 1028
Description: "

tem	Extension	Description	Quantity	Cost	Total
1009		Vibrator plate-19 1/2"x22" comp. 3400lbs	2	344.00	688.00
			2		688.00

The Inventory Adjustment report lists the item quantity that was transferred and should be sent (along with the serialized item) to the receiving Branch. See *"Receiving Transferred Stock" on page 210*.

Receiving Transferred Stock

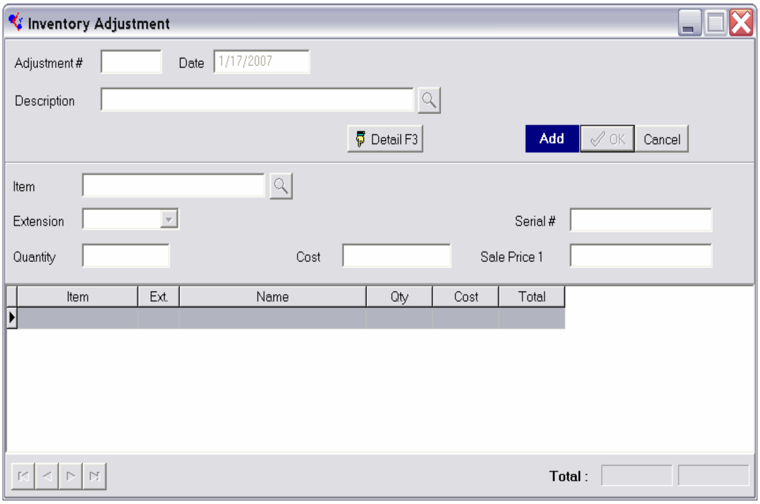
You can use the INVENTORY ADJUSTMENT window to receive stock transferred from another Branch in your organization.

■ To Receive Stock from Another Branch:

1 Choose **Inventory Adjustment** on the **Inventory Management** menu.

The INVENTORY ADJUSTMENT window will appear.

2 Click **Add**.


Inventory Adjustment
Adjustment #
Description
Detail F3
Add
OK
Cancel
Item
Extension
Serial #
Quantity
Cost
Sale Price 1
Item
Ext.
Name
Qty
Cost
Total
Total :

Date 1/17/2007

3 In the **Description** field, type "Inventory Transfer Received from Branch No. (insert number)".

4 Click **Detail F3**.

5 In the **Item** field, either type the code of the Item that is being transferred or click the Search 🔍 icon and select the item from the list.

6 In the **Quantity** field, type +1 to indicate the item is being transferred into your inventory.

7 In the **Cost f**ield, type the cost of the item.

8 In the **Sale Price 1** field, accept the price shown for the item. or modify it, if necessary.

9 Click **OK**.

The item now appears in the Item table and the cursor returns to the **Item** field.

10 Click **Cancel**.

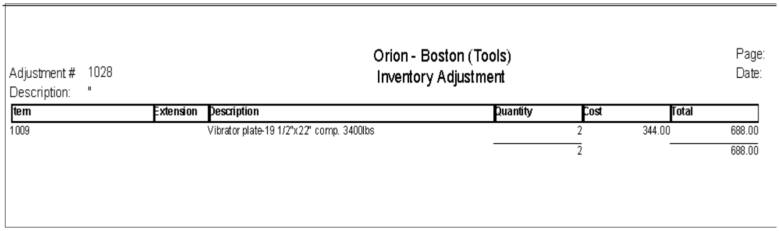
11 Click **Header F4**.

12 Click **OK**.

A message appears, stating "Do you want to print labels?"

13 Click "No".

Once you've removed the print label message, the Inventory Adjustment report appears. See *"Printing Forms and Reports in Sirius" on page 33*.



Orion - Boston (Tools)
Inventory Adjustment

Page:
Date:

Adjustment # 1028
Description: "

tem	Extension	Description	Quantity	Cost	Total
1009		Vibrator plate-19 1/2"x22" comp. 3400lbs	2	344.00	688.00
			2		688.00

The Inventory Adjustment report lists the item quantity that was added to your inventory.

If the Item you are adding is a serialized item, click the down-arrow button beside ***Extension*** *and select* ***the extension of the item you received.*** *Since serialized items are single quantity items, Sirius will automatically enter the* ***Quantity*** *as "1".*

Handling Broken or Lost Rental Equipment

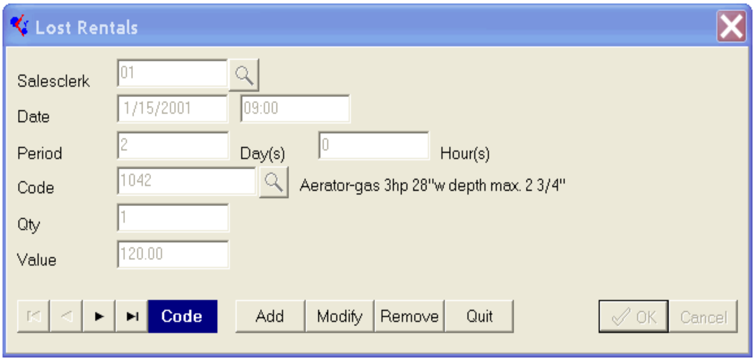
Identifying Equipment that is Missing

You can use the LOST RENTALS window to record rental items that are lost.

■ To Identify Equipment that is Missing:

1 Choose **Lost Rentals** from the **Customer Operations** menu.

The LOST RENTALS window appears.



Salesclerk 01
Date 1/15/2001 09:00
Period 2 Day(s) 0 Hour(s)
Code 1042 Aerator-gas 3hp 28"w depth max. 2 3/4"
Qty 1
Value 120.00

2 Click the **Add** button.

3 In the **Salesclerk** field, select the name of the Salesclerk reporting the item missing.

4 In the **Period Day(s)** and **Hours** field, type the number of days and/or hours the item has been missing.

5 In the **Code** field, either type the Item Code, or click the Search 🔍 icon and select the Item from the list.

6 In the **Qty** field, type the quantity of the item.

7 In the **Value** field, type the cost of the item.

8 Click **OK**.

Adjusting Inventory for Lost or Stolen Equipment

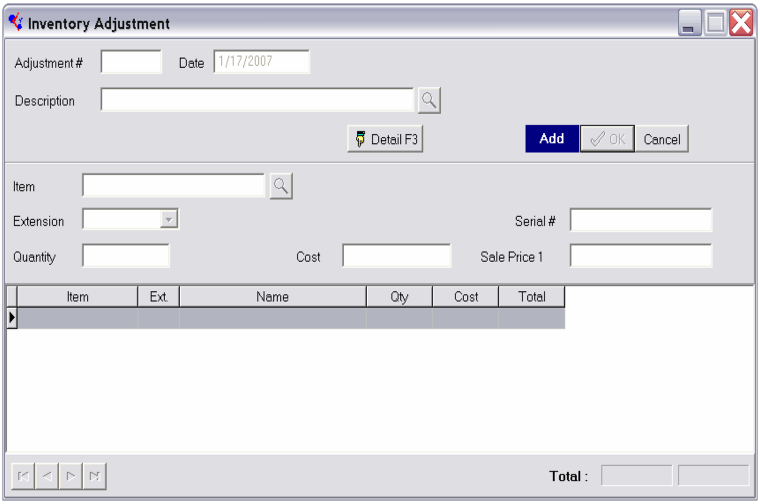
You can use the INVENTORY ADJUSTMENT window to adjust your inventory for lost or stolen equipment.

■ To Adjust Inventory for Lost or Stolen Equipment:

1 Choose **Inventory Adjustment** on the **Inventory Management** menu.

The INVENTORY ADJUSTMENT window will appear.

2 Click **Add**.


Inventory Adjustment
Adjustment #
Date
Description
Detail F3
Add
OK
Cancel
Item
Extension
Serial #
Quantity
Cost
Sale Price 1
Item
Ext.
Name
Qty
Cost
Total
Total :

Date 1/17/2007

In order to maintain an accurate inventory, it's important that you enter a brief, concise description of why you are adjusting the inventory quantity. Do not leave this field blank.

3 In the **Description** field, type "Lost Equipment" "or "Stolen Equipment" depending on the reason for the adjustment.

4 Click **Detail F3**.

5 In the **Item** field, either type the code of the Item that is lost or stolen, or click the Search 🔍 icon and select the item from the list.

6 If the lost or stolen item is a serialized item, click the down-arrow button in the **Extension** field and select the applicable extension number. If not, go to step 7.

Sirius will automatically enter the quantity as -1 to reduce the inventory quantity for this item by '1".

7. In the **Quantity** field, type the quantity of the item that is lost or stolen. Make sure you enter a minus (-) sign in front of the number, so Sirius will reduce the inventory quantity for the item.

8. In the **Cost f**ield, type the cost of the item.

9. In the **Sale Price 1** field, accept the price shown for the item. or modify it, if necessary.

10. Click **OK**.

    The item now appears in the Item table and the cursor returns to the **Item** field.

Since serialized items are single items, the quantity can only be "0" or "1". Therefore, if one is lost or stolen the quantity will be reduced to "0".

11. Click Cancel to display the following action buttons:
    - To add additional items that were lost or stolen, click **Add**.
    - To modify the item quantity information, click on the item, click **Modify**, make your changes and then click **OK**.
    - To remove an item, click on the item, click **Remove** and then click **OK**.

12. To return to the HEADER section of the window, click **Header F4**.

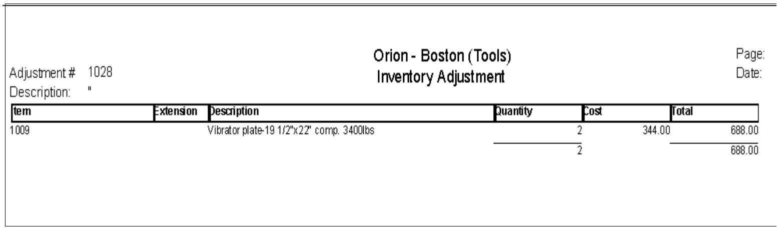
13. Click **OK**.

    A message appears, stating "Do you want to print labels?

14. Click "Yes" if you would like to print bar code labels for each Item Quantity you added. If not, click "No". See *“Receiving Transferred Stock” on page 210*.

Choosing to allow Sirius to print your bar code labels at this point, means you can avoid having to create them in the future.

Once you've removed the print label message, the Inventory Adjustment report appears. See *"Printing Forms and Reports in Sirius" on page 33*.



Orion - Boston (Tools)
Inventory Adjustment

Page:
Date:

Adjustment # 1028
Description: "

tem	Extension	Description	Quantity	Cost	Total
1009		Vibrator plate-19 1/2"x22" comp. 3400lbs	2	344.00	688.00
			2		688.00

The Inventory Adjustment report lists each of the item quantities you added, along with the cost of each.

Charging for Broken, Lost or Stolen Rental Equipment

You can charge a customer the sales price of an item if they report it has been broken. lost or stolen. This is done at the time the rental equipment is returned and you are closing out the contract.

■ To Charge for Broken, Lost or Stolen Equipment:

1 Choose **Rental Contract** from the **Customer Operations** menu.

The RENTAL CONTRACT window appears.

Before you invoice the customer, make sure all items are returned, including the item that was broken, lost or stolen.

2 Select the customer whose rental equipment was broken, lost or stolen. See *"Closing Rental Contracts" on page 162* for complete instructions.

3 Click the Transformation ➤ icon.

The RENTAL INVOICE window will appear.

4 Click the icon to return the item(s0 as you would any other item. See *"Closing Rental Contracts" on page 162*.

5 Click the **Add** button.

6 In the **Item** field, select the lost or stolen item you just returned.

If you do not wish to charge the customer for the broken, lost or stolen equipment, you should still follow the procedures shown in this section to remove the item from inventory.

7 Click the arrow ➤ beside the **Type** field to and change "Rental" to "Sales". This allows you to process the transaction as a Sales item and recover your costs.

8 In the **Price** field, type the amount you will charge the customer for the item.

9 Click **OK**. A message will appear, stating "You are selling a rental ite. Do you want to continue?"

10 Click "Yes"

The sales price you entered is added to the charge for the rental and the customer will be invoiced both amounts.

Adjusting Item Availability for Maintenance or Repair

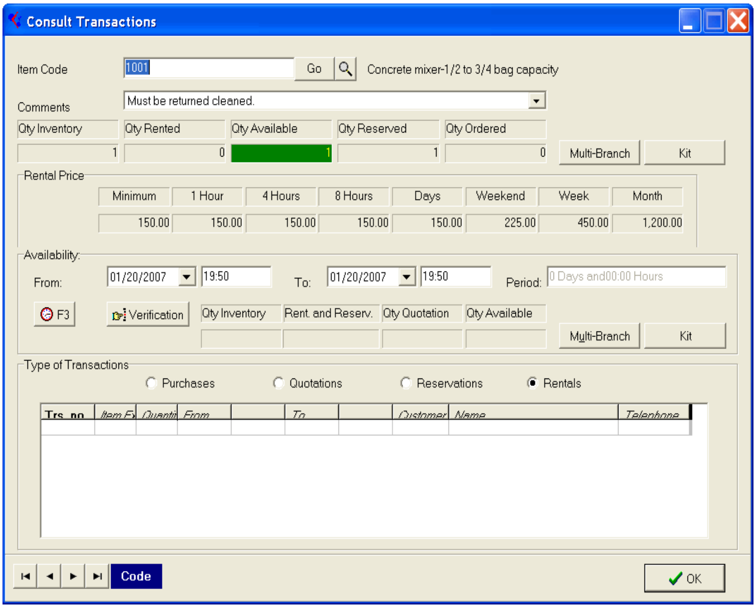
Viewing the Availability Status of Items

You can use the CONSULT TRANSACTIONS window to view the availability status of items.

■ To View the Availability Status of Items:

1 Choose **Consult Transactions** on the **Inventory Management** menu.

The CONSULT TRANSACTIONS window will appear.



Item Code: 1001 — Concrete mixer-1/2 to 3/4 bag capacity

Comments: Must be returned cleaned.

Qty Inventory	Qty Rented	Qty Available	Qty Reserved	Qty Ordered
1	0	1	1	0

Rental Price

Minimum	1 Hour	4 Hours	8 Hours	Days	Weekend	Week	Month
150.00	150.00	150.00	150.00	150.00	225.00	450.00	1,200.00

Availability:

From: 01/20/2007 19:50 To: 01/20/2007 19:50 Period: 0 Days and00:00 Hours

Qty Inventory	Rent. and Reserv.	Qty Quotation	Qty Available

Type of Transactions

○ Purchases ○ Quotations ○ Reservations ● Rentals

*To quickly locate an Item, type the Item code in the **Search** field and click **Go**, or use the control buttons* ⏮ ◀ ▶ ⏭ *at the bottom of the window to scroll through the records.*

2 In the **Item Code** field, click the Search 🔍 icon and search for the item whose availability you want to view or change.

3 The top section of the window displays the item’s immediate availability for the current Branch. Click **Multi-Branch** to view availability in other branches or **Kit** to see if the item is part of a kit.

Qty Inventory	Quanity in stock.
Qty Rented	Quantity currently rented and unavailable.
Qty Available	Quantity currently available. Shown in green if over 0, otherwise shown in red.
Qty ordered	Quantity ordered from Supplier, but not yet received.
Qty reserved	Quantity reserved for future dates. This does not affect immediate availability

4 The **Rental Price** section displays the rental rates for the item— Minimum, 1 hour, 4 hours, 8 hours, Days, Weekend, Week and Month.

5 The **Availability** section allows you to view an item's availability for a specific period:

- In the **From** and **To** field, click the down-arrow button and select a date from the calendar. Click the **Verification** button.

  The following availability information for the period selected is displayed:

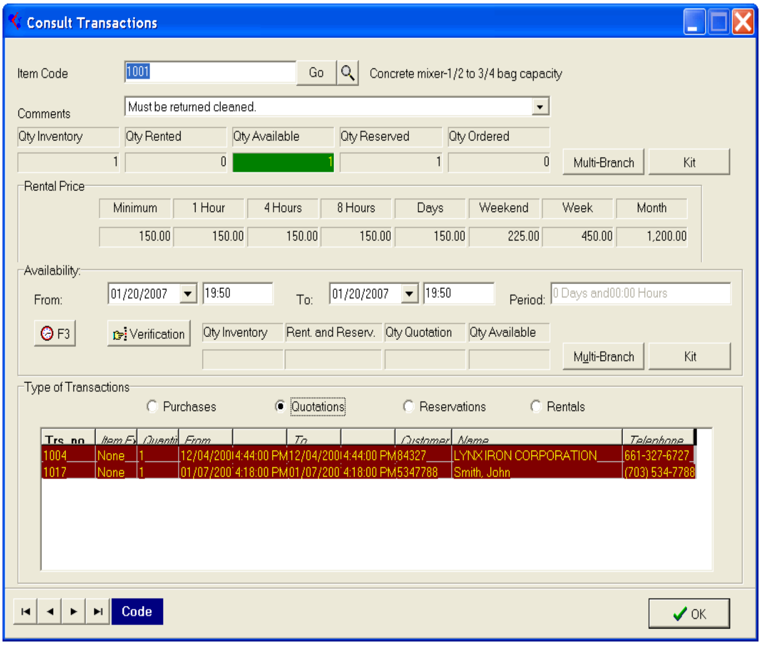
Qty Inventory	Quanity in stock.
Rent and Reserv.	Quantity currently rented or reserved for the specified period.
Qty Quotation	Quantity quoted for the specified period.
Qty Available	Quantity currently available. Shown in green if over 0, otherwise shown in red.

- Click **F3** to view availability for a specified period of time within the date range selected in the **From** and **To** fields. In the **Period** field, type the number of days and/or hours the item is needed by the customer. For example, 3 days and 2 hours. Once you've entered the time period, click **Verification** to view availability.

- Click **Multi-Branch** to view availability in other branches or **Kit** to see if the item's kit availability.

6 The **Type of Transactions** section allows you to view and access the Item's transactions.

- Click on the applicable transaction button—**Purchases**, **Quotations**, **Reservations** and **Rentals** to display the list.
- Double-click on a transaction to launch the PURCHASE, QUOTATION, RESERVATION or RENTAL window. View or modify the transaction, as necessary.



Item Code: 1001 Concrete mixer-1/2 to 3/4 bag capacity

Comments: Must be returned cleaned.

Qty Inventory	Qty Rented	Qty Available	Qty Reserved	Qty Ordered
1	0	1	1	0

Rental Price

Minimum	1 Hour	4 Hours	8 Hours	Days	Weekend	Week	Month
150.00	150.00	150.00	150.00	150.00	225.00	450.00	1,200.00

Availability:

From: 01/20/2007 19:50 To: 01/20/2007 19:50 Period: 0 Days and00:00 Hours

Qty Inventory	Rent. and Reserv.	Qty Quotation	Qty Available

Type of Transactions

○ Purchases ● Quotations ○ Reservations ○ Rentals

Trs. no	Item Ex	Quanti	From		To		Customer	Name	Telephone
1004	None	1	12/04/200	4:44:00 PM	12/04/200	4:44:00 PM	84327	LYNX IRON CORPORATION	661-327-6727
1017	None	1	01/07/200	4:18:00 PM	01/07/200	4:18:00 PM	5347788	Smith, John	(703) 534-7788

7 Click **OK** to exit the CONSULT TRANSACTION window.

Chapter 12
Accounting

This chapter shows you how to use Accounts Receivable to enter payments, invoices and deposits for your rental or sales transactions.

Here’s what you’ll find in this chapter:

- Managing Accounts Receivable
- Balancing Cash
- Closing Accounts at Day-End
- Verifying Account Receivable Balances
- Regenerating Item Quantities and Statistics
- Closing the Accounting Period
- Periodic Invoicing
- Handling Pre-Invoicing

Managing Accounts Receivable

Adding an Invoice to the Accounts Receivable

You can use the ENTER INVOICE window to manually add outstanding invoices when

- correcting a customer’s account.
- writing off a bad debt.
- installing Sirius and you want to enter the Account Receivables that appear on your Statements of Account into the program.

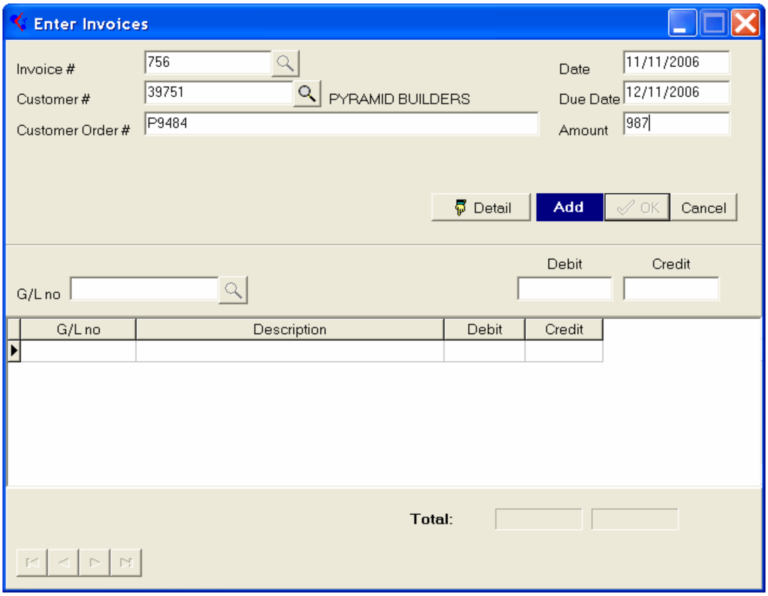
? **To Add an Invoice to the Accounts Receivable:**

1 Choose **Enter Invoices** from the **Accounts Receivable** menu.

The ENTER INVOICES window will appear.

Entering invoices on the ENTER INVOICE window does not affect your inventory and is quicker than entering them on the INVOICE window in Customer Operations.

2 Click **Add**.



Invoice # 756
Customer # 39751 PYRAMID BUILDERS
Customer Order # P9484
Date 11/11/2006
Due Date 12/11/2006
Amount 987

3 In the **Invoice #** field, type the number of the invoice.

4 In the **Customer #** field, either type the "Customer Code", or click the Search 🔍 icon and select the customer from the list.

Sirius will automatically insert the due date based on the terms specified for the customer.

5 If the Customer has an order number, type it in the **Customer Order #** field.

6 Type the date the invoice was issued in the **Date** field.

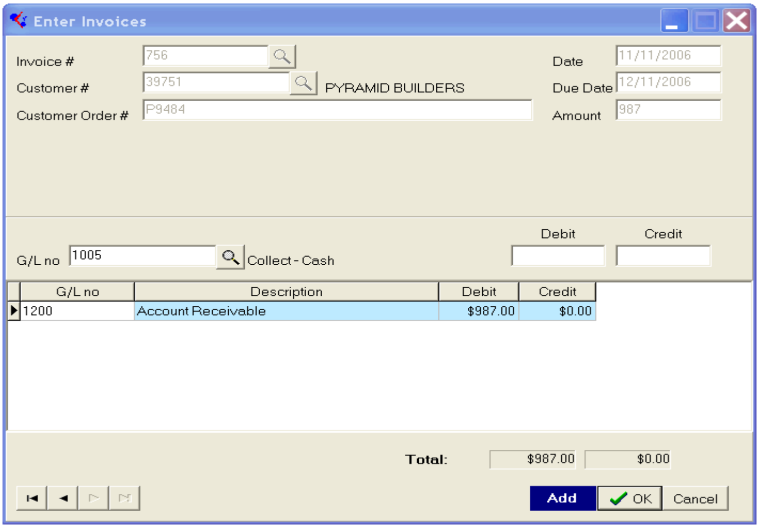
7 Type the date the invoice is due in the **Due Date** field.

8 In the **Amount** field, type the amount of the invoice, including taxes.

Sirius will automatically insert the invoice amount in the **Debit** field. (If the amount is negative, the invoice amount will be inserted into the **Credit** box.)

9 Click **Detail.**

The Invoice amount you entered is recorded as a Debit entry in the G/L table as shown in the example below.



Invoice # 756

Customer # 39751 PYRAMID BUILDERS

Customer Order # P9484

Date 11/11/2006

Due Date 12/11/2006

Amount 987

G/L no 1005 Collect - Cash

G/L no	Description	Debit	Credit
1200	Account Receivable	$987.00	$0.00

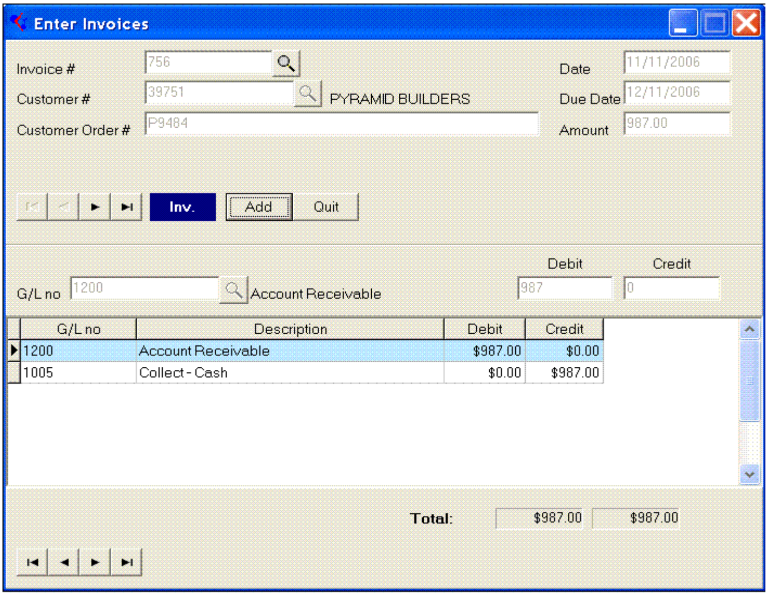
Total: $987.00 $0.00

10 Since accounting requires offsetting entries, do the following to create a Credit entry:

- In the **G/L no** field, select the G/L account to which the credit entry will be charged. Either type the GL Code, or click the Search 🔍 icon and select a code from the list.

- In the **Credit** field, type the invoice amount in the Credit field and press **Enter**.

The offsetting credit entry will appear in the GL table in the Credit column.



Invoice # 756
Customer # 39751 PYRAMID BUILDERS
Customer Order # P9484
Date 11/11/2006
Due Date 12/11/2006
Amount 987.00

G/L no 1200 Account Receivable
Debit 987
Credit 0

G/L no	Description	Debit	Credit
1200	Account Receivable	$987.00	$0.00
1005	Collect - Cash	$0.00	$987.00

Total: $987.00 $987.00

11 Click **Cancel**.

- To modify an entry, click on the applicable line in the table and then click **Modify.**
- To remove and entry, click on the applicable line in the table and then click **Remove**.

12 Once you've finished making the entry, click **Header F4** to return to the top section of the window.

13 Click **OK**.

14 Click **Quit**.

Searching for an Accounts Receivable Entry

You can search for and view customer invoices or payments using the CUSTOMER MONITOR window.

? To Search for an Accounts Receivable Entry:

1 Choose **Customer Monitor** from the **Accounts Receivable** menu.

The CUSTOMER MONITOR window will appear.

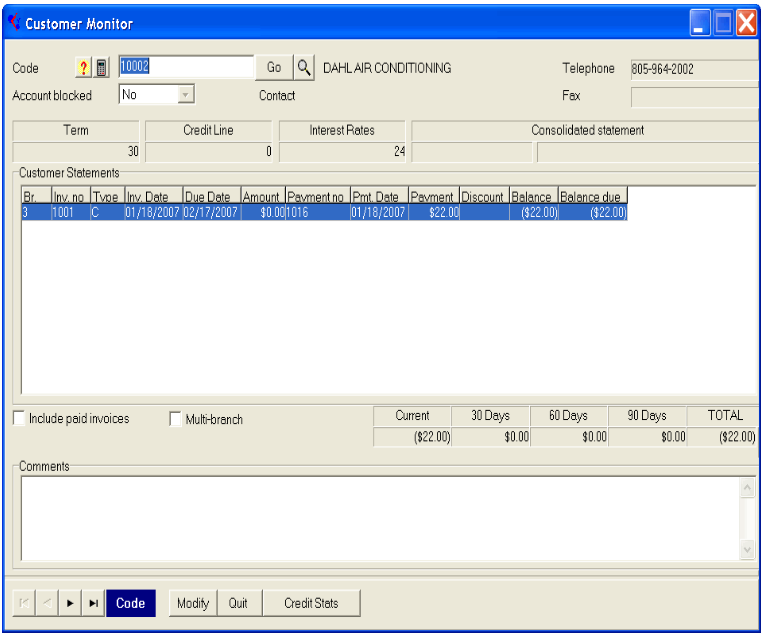
To quickly locate a customer record, type the Customer code in the ***Code*** *field and click* ***Go****, or use the control buttons* ⏮ ◀ ▶ ⏭ *at the bottom of the window to scroll through the records.*

2 Click the **Search** 🔍 icon beside the **Code** field.

The CUSTOMER SEARCH dialog box will appear.

3 Search for and select the customer whose Accounts Receivable entries you want to view. For detailed instructions, see *“Searching for Customers” on page 64*.

The window reappears with the customer’s invoices shown in the Customer Statements table.



Code 10002 DAHL AIR CONDITIONING

Telephone 805-964-2002

Account blocked No

Contact

Fax

Term	Credit Line	Interest Rates	Consolidated statement
30	0	24	

Customer Statements

Br.	Inv. no	Type	Inv. Date	Due Date	Amount	Payment no	Pmt. Date	Payment	Discount	Balance	Balance due
3	1001	C	01/18/2007	02/17/2007	$0.00	1016	01/18/2007	$22.00		($22.00)	($22.00)

☐ Include paid invoices ☐ Multi-branch

Current	30 Days	60 Days	90 Days	TOTAL
($22.00)	$0.00	$0.00	$0.00	($22.00)

Comments

The Customer Statements table displays:

- Each invoice issued to the customer (that has not been paid), including the date issued, due date, amount, payments, the current balance and the accumulated **Balance due**.
- A breakdown of the current outstanding amount, the amounts due over 30 days, 60 days and 90 days and the total outstanding.

To view the User who last created and modified information on the CUSTOMER MONITOR window, click the ? icon. Click OK to exit.

4 You can also perform the following additional tasks:

- To view paid invoices for the customer, click the **Include paid invoices** check box. In the **From** box that appears, leave the current date selected or select a new from date. All paid invoices that are later than the **From** date will be displayed. Click **Go**. See *"Entering Payments for an Invoice in Accounts Receivable" on page 229*.
- To view any outstanding invoices for the customer in other Branches, click the Multi-Branch check box.
- To add comments, click the **Modify** button and enter your message in the Comments box.
- To block or unblock the Account, click **Modify** and then select "Yes" or "No" in the **Account Blocked** field (top of window). Blocking an account prevents the customer from renting equipment or services.

The customer's payment terms, Credit Line, overdue Interest Rates and the names of other customers with whom they are consolidating their statements with are also displayed.

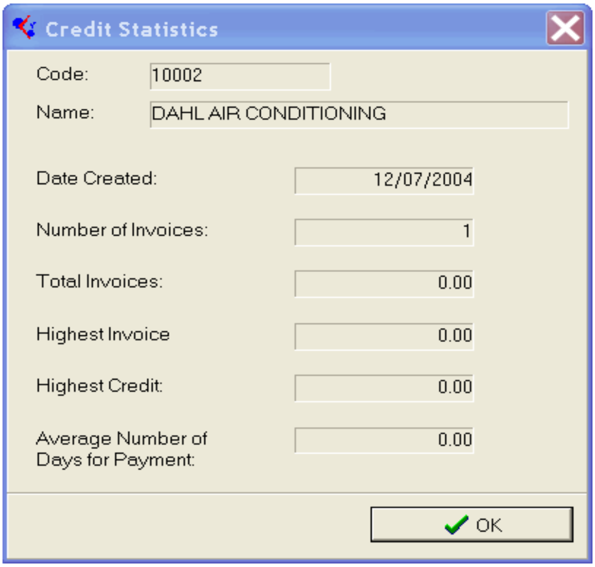
Viewing Credit Statistics

You can use the Credit Stats feature to view detailed credit statistics for the customer.

? **To View Credit Statistics:**

1 Click the **Credit Stats** button.

The CREDIT STATISTICS dialog box will appear.



Code: 10002
Name: DAHL AIR CONDITIONING
Date Created: 12/07/2004
Number of Invoices: 1
Total Invoices: 0.00
Highest Invoice 0.00
Highest Credit: 0.00
Average Number of Days for Payment: 0.00

The following information is displayed:

Date Created	The date the customer was added.
Number of Invoices	Total number of invoices created for the customer.
Total Invoices	The total amount of the invoices
Highest Invoices	The highest invoice amount.
Highest Credit	The highest amount owed
Average Number of Days for Payment.	The average number of days the customer takes to pay an invoice.

2 Click **OK**.

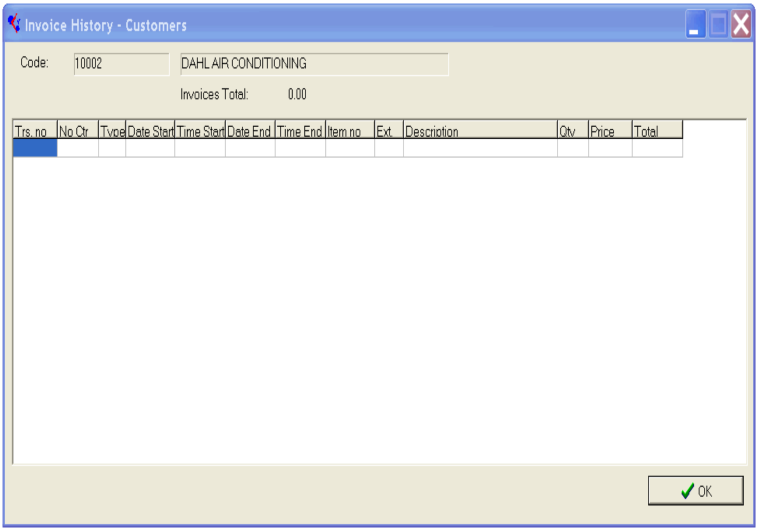
Viewing Invoice History

You can use the Invoice History feature to view a detailed history of the customer’s invoice transactions.

? To View Invoice History:

1 Click the **Invoice History** icon.

The INVOICE HISTORY -CUSTOMERS dialog box will appear.


Invoice History - Customers
Trs. no
No Ctr
Type
Date Start
Time Start
Date End
Time End
Item no
Ext.
Description
Qty
Price
Total
OK

Code: 10002 DAHL AIR CONDITIONING

Invoices Total: 0.00

The following information is displayed:

Trs No.	Transaction Number
No Ctr	Contract Number
Type	Transaction type (6 = Sales Invoice, 7=Rental Invoice, 8 = Periodic Invoice)
Date Start	The start date of the transaction.
Time Start	The time the transaction started.
Date End	The date the transaction ended.
Time End	The time the transaction ended.

Item No.	The item number that was rented or bought.
Next	The item number extension (if a serialized item)
Description	A description of the item.
Qty	The quantity rented or purchased.
Price	The price per quantity.
Total	The total price of the transaction.

2 Click **Ok**.

Entering Payments for an Invoice in Accounts Receivable

You can post a payment for an outstanding invoice to the Accounts Receivable.

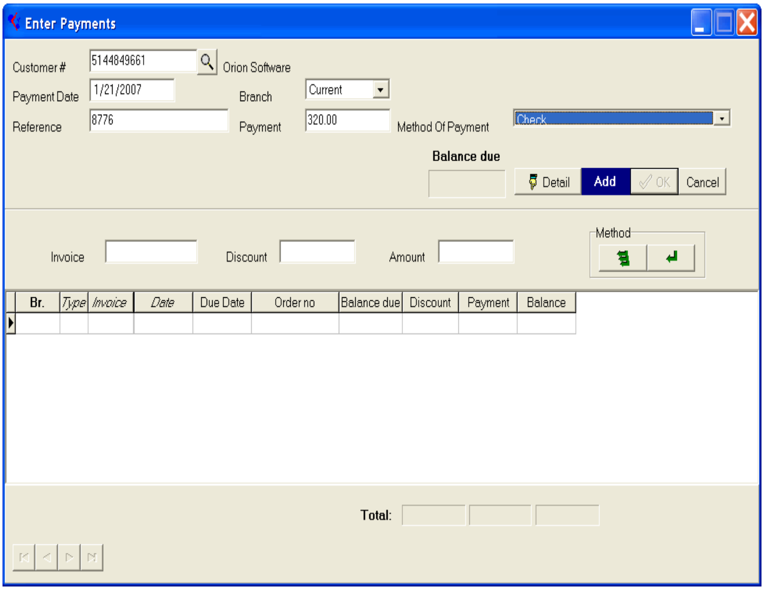
This procedure is primarily used for cheque payments received by mail (in most cases) for invoices in Accounts Receivable.

? To Enter Payments for an Invoice:

1 Choose **Enter Payments** from the **Accounts Receivable** menu.

The ENTER PAYMENTS window will appear.

2 Click **Add**.


Enter Payments
Balance due
Detail
Add
OK
Cancel
Invoice
Discount
Amount
Method
Br.
Type
Invoice
Date
Due Date
Order no
Balance due
Discount
Payment
Balance
Total:

Customer # 5144849661 Orion Software
Payment Date 1/21/2007
Branch Current
Reference 8776
Payment 320.00
Method Of Payment Check

3 In the **Customer #** field, either type the Customer Code, or click the Search 🔍 icon and select the customer from the list.

4 Accept the current date as the **Payment Date**, or change to a different date.

5 In the **Branch** field, do one of the following:

- Leave "Current" selected If you only want to apply payment to the outstanding customer's invoices in the current branch.
- Select "All" if you want to apply the payment to all outstanding customer's invoices in all branches.

6 In the **Reference** field, type the payment reference number in this box. For example, the customer's check number, or credit card authorization number.

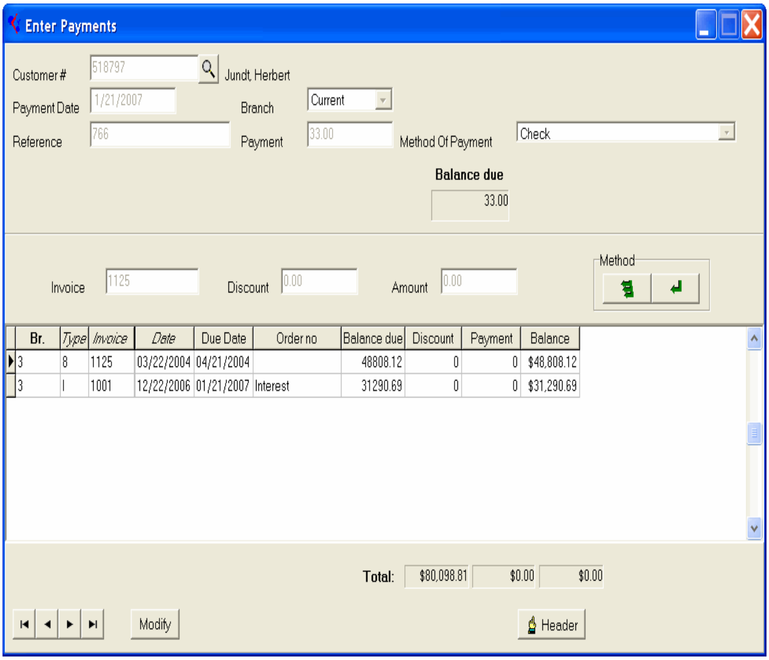
7 In the **Payment** field, type the amount of the payment.

8 In the **Method of Payment** field, click the down-arrow button and select the applicable method from the list—Cash, Check, MasterCard, VIsa, American Express or Debit Card.

9 Click **Detail.**

The invoice table will appear listing each of the customer's outstanding invoices.

*The **Balance Due** field will automatically display the amount you entered in the **Payment** field.*



Enter Payments

Customer # 518797 Jundt, Herbert

Payment Date 1/21/2007

Branch Current

Reference 766

Payment 33.00

Method Of Payment Check

Balance due 33.00

Invoice 1125

Discount 0.00

Amount 0.00

Br.	Type	Invoice	Date	Due Date	Order no	Balance due	Discount	Payment	Balance
3	8	1125	03/22/2004	04/21/2004		48808.12	0	0	$48,808.12
3	I	1001	12/22/2006	01/21/2007	Interest	31290.69	0	0	$31,290.69

Total: $80,098.81 $0.00 $0.00

10 Choose one of the following methods to apply the payment:

- To apply the payment to the first invoice in the Invoice Table, click the **Concurrent Payment** icon.
  If the amount applied to the first payment is not used in its entirety, the balance is applied to the following invoice, and so on. Notice that the amount applied will appear in the **Payment** column and the **Balance** column shows the reduced amount.
- To apply the payment to a selected invoice, click on an invoice in the table and then click the **Invoice by Invoice** icon. Any unused balance is entered into the “Balance” column.

The invoices in the table are automatically sorted by Branch Number. To change the default sort order, simply click the column header of the sort method you want to use. For example, to sort by Due Date, click ***Due Date*** *in the column header.*

11 Click **Modify** and do any of the following:

- To apply a discount to the payment, type the amount in the **Discount** field. The amount entered in the discount box is allocated to ledger account defined as payment discount in “Customer Discount Group”.
- To manually enter a payment, type the amount in the **Amount** field.

12 Click **Ok**.

13 Click **Header** to return to the top of the ENTER PAYMENT window.

14 Click **Ok**.

15 Click **Quit.**

If the customer requires a receipt for the payment made, click the print icon to print a payment receipt.

Viewing Deposits

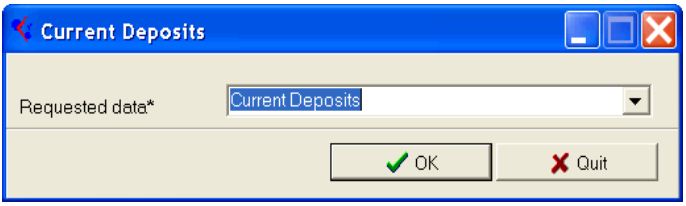
You can use the Current Deposits report to view a list of all deposits you are holding for your customers.

These are the rental deposits you collected from the customer at the time an item was rented. This report is useful in helping you determine your current deposit liability.

? **To View Deposits:**

1 Choose **Deposits** from the **Accounts Receivable** menu.

The CURRENT DEPOSITS window will appear.

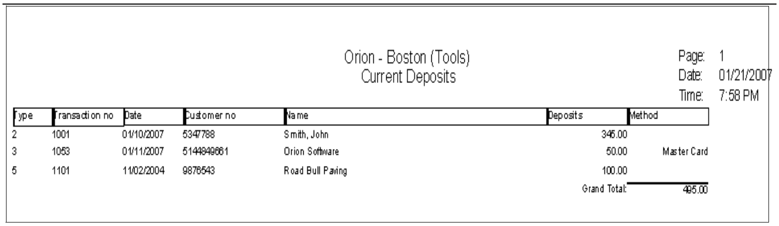


Requested data* Current Deposits

2 Click the down-arrow button and select "Current Deposits".

3 Click **OK**.

A report displaying your current deposits will appear. See *“Printing Forms and Reports in Sirius” on page 33*.



Orion - Boston (Tools)
Current Deposits

Page: 1
Date: 01/21/2007
Time: 7:58 PM

Type	Transaction no	Date	Customer no	Name	Deposits	Method
2	1001	01/10/2007	5347788	Smith, John	345.00	
3	1053	01/11/2007	5144849661	Orion Software	50.00	Master Card
5	1101	11/02/2004	9876543	Road Bull Paving	100.00	
					Grand Total:	495.00

Generating a Check Deposit Form

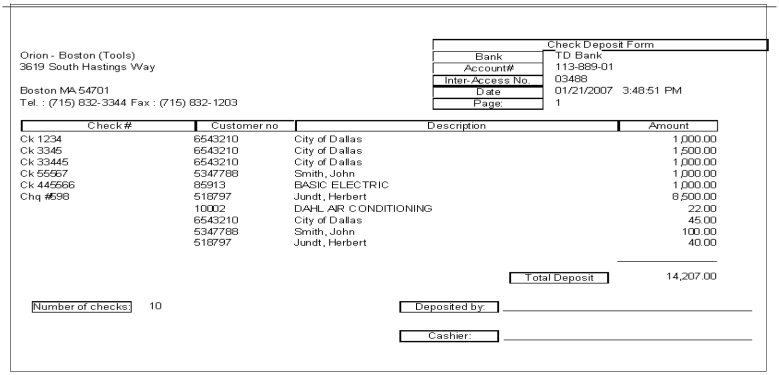
You can generate a Cheque Deposit form that will list the cheques to be deposited. The form can then be taken to the bank, along with any cash deposits.

? **To Generate a Cheque Deposit Form:**

1 Choose **Check Deposit Form** from the **Accounts Receivable** menu.

A report will appear displaying the list of cheques for deposit. See *“Printing Forms and Reports in Sirius” on page 33*.

Only those cheques that were entered on the ENTER PAYMENT window will appear on the Check Deposit Form. See “Entering Payments for an Invoice in Accounts Receivable” on page 229



Orion - Boston (Tools)
3619 South Hastings Way

Boston MA 54701
Tel. : (715) 832-3344 Fax : (715) 832-1203

Check Deposit Form

Bank	TD Bank
Account#	113-889-01
Inter-Access No.	03488
Date	01/21/2007 3:48:51 PM
Page:	1

Check #	Customer no	Description	Amount
Ck 1234	6543210	City of Dallas	1,000.00
Ck 3345	6543210	City of Dallas	1,500.00
Ck 33445	6543210	City of Dallas	1,000.00
Ck 55567	5347788	Smith, John	1,000.00
Ck 445566	85913	BASIC ELECTRIC	1,000.00
Chq #598	518797	Jundt, Herbert	8,500.00
	10002	DAHL AIR CONDITIONING	22.00
	6543210	City of Dallas	45.00
	5347788	Smith, John	100.00
	518797	Jundt, Herbert	40.00

Total Deposit 14,207.00

Number of checks: 10

Deposited by: ______________________

Cashier: ______________________

Balancing Your Cash

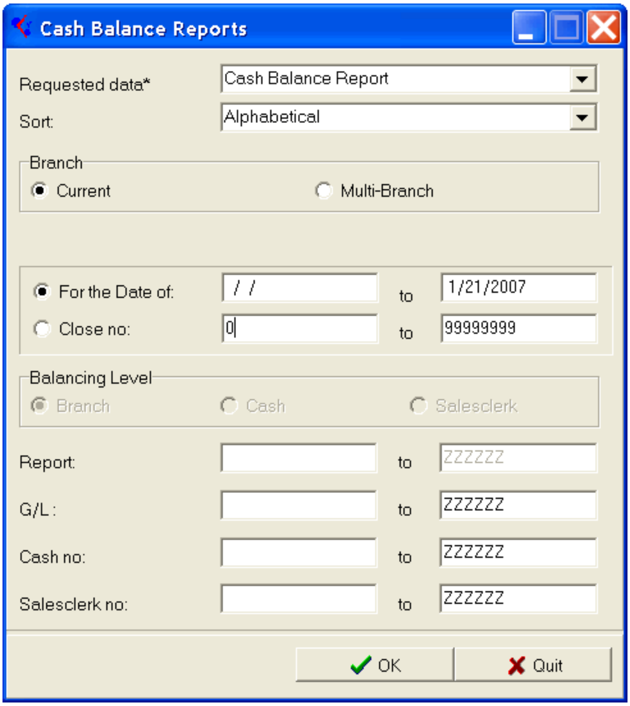
Generating the Cash Balance Report

You can generate a Cash Balance Report that lists the cash amounts that should be in each of your Registers.

? **To Generate the Cash Balance Report:**

1 Choose **Cash Balance Reports** from the **Customer Operations** menu.

The CASH BALANCE REPORTS window will appear.



Cash Balance Reports

Requested data* Cash Balance Report
Sort: Alphabetical
Branch
● Current ○ Multi-Branch
● For the Date of: / / to 1/21/2007
○ Close no: 0 to 99999999
Balancing Level
● Branch ○ Cash ○ Salesclerk
Report: to ZZZZZZ
G/L : to ZZZZZZ
Cash no: to ZZZZZZ
Salesclerk no: to ZZZZZZ

2 In the **Requested Data** field, click the down-arrow button and select "Cash Balance Report".

3 In the **Sort** field, click the down-arrow button and select "Alphabetical" to sort alphabetically by customer, or "Codes" to sort by Customer Code.

4 In the Branch section, do one of the following:

- Leave "Current" selected to generate a Cash Balance Report report for the current Branch only,
- Click "Multi-Branch" to generate a Cash Balance Report that includes amounts from all Branches.

It is recommended that you use the Daily Payment report for your end of day cash balance process .

5 In the **For the Date of** fields, enter the date, or range of dates for the Cash Balance Report.

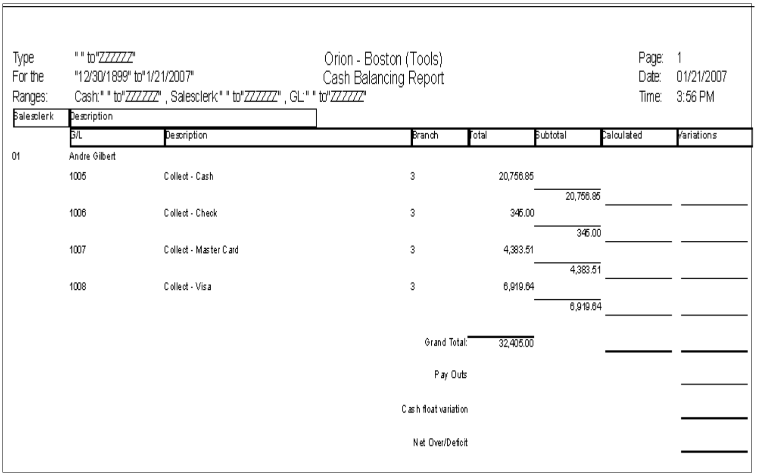
6 In the **Close No.** field, select the day or number of days to be included in the report.

7 In the **Balancing Level** section, select the desired balancing level—Branch, Cash or Salesclerk.

8 In the **Report**, **G/L**, **Cash No.** and **Salesclerk no.** fields, match your selections with those you made in the previous step. For Branch, choose "Report" or "G/L".

9 Click **OK**.

The Cash Balance Report appears. See *“Printing Forms and Reports in Sirius” on page 33*.



Type " " to"ZZZZZZ"
For the "12/30/1899" to"1/21/2007"
Ranges: Cash:" " to"ZZZZZZ" , Salesclerk:" " to"ZZZZZZ" , GL:" " to"ZZZZZZ"

Orion - Boston (Tools)
Cash Balancing Report

Page: 1
Date: 01/21/2007
Time: 3:56 PM

Salesclerk	Description						
	G/L	Description	Branch	Total	Subtotal	Calculated	Variations
01	Andre Gilbert						
	1005	Collect - Cash	3	20,756.85			
					20,756.85		
	1006	Collect - Check	3	345.00			
					345.00		
	1007	Collect - Master Card	3	4,383.51			
					4,383.51		
	1008	Collect - Visa	3	6,919.64			
					6,919.64		
			Grand Total:	32,405.00			
			Pay Outs				
			Cash float variation				
			Net Over/Deficit				

Accounting: Closing Accounts at Day-End

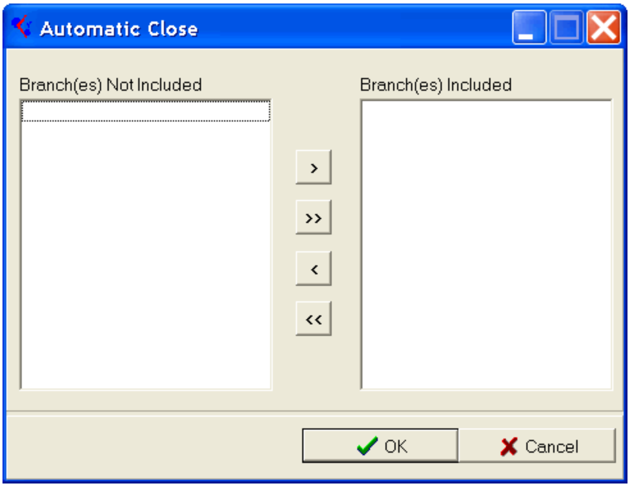
Configuring an Automatic Close in Sirius

You can configure Sirius to automatically close Branch accounts at day-end.

? **To Configure an Automatic Close in Sirius:**

1 Choose **Automatic Close** from the **Configuration** menu.

The AUTOMATIC CLOSE window will appear.


Automatic Close
Branch(es) Not Included
Branch(es) Included
>
>>
<
<<
OK
Cancel

2 Use the arrow keys in the middle of the window, to include or exclude Branches from the day-end close.

3 Click **OK**.

A message will appear, stating "Irreversible Operation".

4 Click **OK** to continue, or **Cancel** to exit

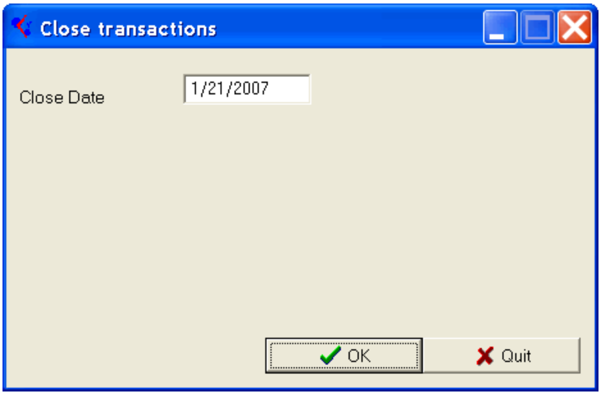
Performing a Manual Close in Sirius

You can use the CLOSE TRANSACTIONS window to manually close accounts for a Branch.

? To Perform a Manual Close in Sirius:

1 Choose **Close > Branch** from the **File** menu.

The CLOSE TRANSACTIONS window will appear.



Close Date 1/21/2007

The current date is automatically displayed.

2 Click **OK**.

A message will appear, stating "Irreversible Operation".

3 Click **OK** to continue, or **Cancel** to exit.

4 Click **Quit**.

Accounting Verifying Account Receivable Balances

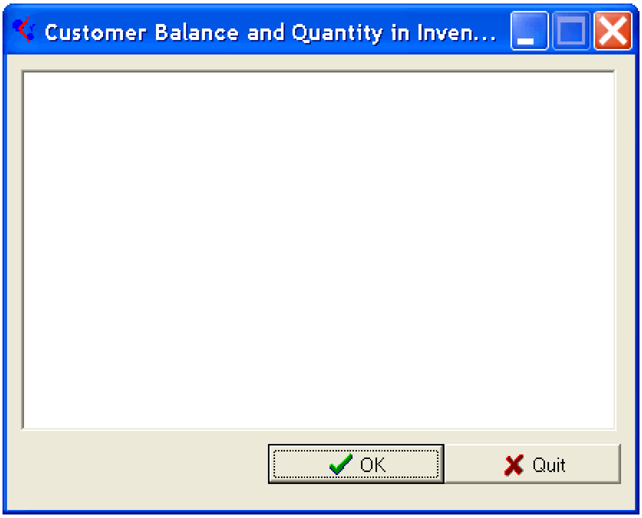
Verifying Account Receivable Balances

You can have Sirius review and recalculate each customer transaction to ensure that inventory quantities are correct. Sirius will also generate a list of the corrections that were made during the review.

? **To Verify Account Receivable Balances:**

1 Choose **Quantity and Balance Verification** from the **Maintenance** menu.

The CUSTOMER BALANCE and QUANTITY IN INVENTORY window will appear.



2 Click **OK** to start the verification.

3 Click **Quit**.

Accounting: Regenerating Item Quantities and Statistics

Verifying Serialized Item Quantities

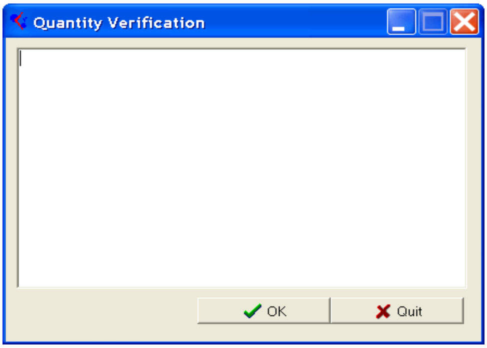
You can have Sirius recalculate the bulk item quantities and serialized item quantities shown in Item Management. See *“The Item Management window will appear.” on page 76* and *“Adding Serialized Items” on page 90*.

When recalculating, Sirius adds the serialized quantity to the bulk item quantity and inserts the total in the **Quantity Inventory** field on the ITEM MANAGEMENT window. Sirius will also generate a list of the corrections that were made to your inventory.

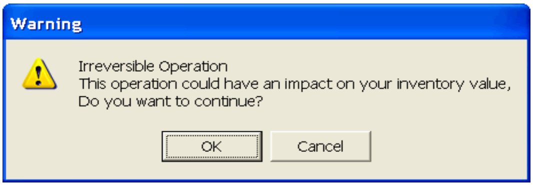
? **To Verify Serialized Items Quantities:**

1 Choose **Serialized Items Quantity Verification** from the **Maintenance** menu.

The QUANTITY VERIFICATION window will appear.



2 Click **OK**. A warning message will appear.



Irreversible Operation
This operation could have an impact on your inventory value,
Do you want to continue?

3 Click **OK** to continue, or **Cancel** to exit.

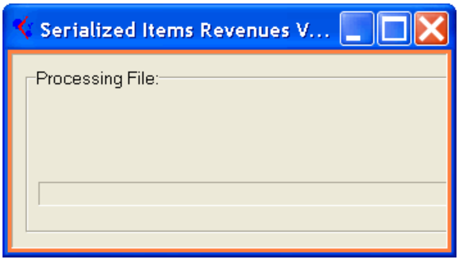
Verifying Revenue for Serialized Items

You can use Sirius to verify the amount sales or rental revenue generated by serialized items.

? **To Verify Revenue for Serialized Items:**

1 Choose **Serialized Items Revenue Verification** from the **Maintenance** menu.

The SERIALIZED ITEMS REVENUE window will appear indicating that the file is being processed.


Serialized Items Revenues V...
Processing File:

Regenerating Item Statistics

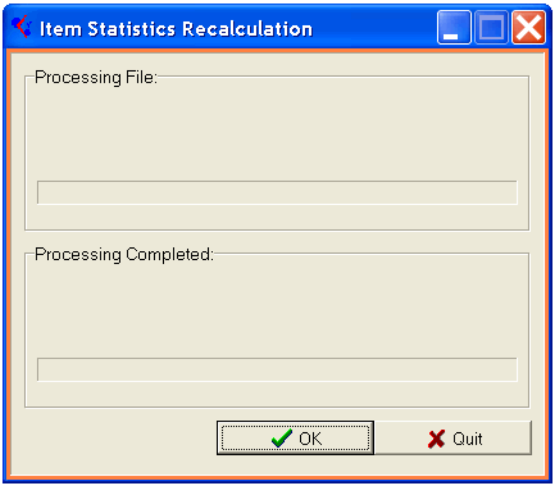
You can use Sirius to recalculate item statistics for all items in your inventory. This may be necessary if your statistics do not add up correctly. For example, if a transaction was not properly completed due to a technical problem.

Once the processing is completed, Sirius will generates a list of the corresponding corrections that were made to your inventory.

? To Regenerate Item Statistics:

1 Choose **Item Statistics Verification** from the **Maintenance** menu.

The ITEM STATISTICS RECALCULATION window will appear.


Item Statistics Recalculation
Processing File:
Processing Completed:
OK
Quit

2 Click **OK**.

The system will begin to regenerate your item statistics.

Once it’s finished, a message will appear, stating "Reconstruction Complete". Click **OK**.

Closing the Accounting Period

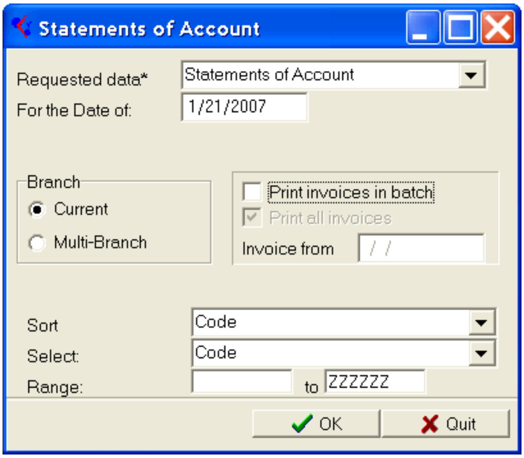
Generating a Statements of Account

At the end of the accounting period, you can generate a statements of account that lists all outstanding invoices and unpaid balances.

? **To Generate a Statements of Account:**

1 Choose **Statement of Account** from the **Accounts Receivable** menu.

The STATEMENTS OF ACCOUNT window will appear.



Requested data* Statements of Account
For the Date of: 1/21/2007
Branch
● Current
○ Multi-Branch
☐ Print invoices in batch
☑ Print all invoices
Invoice from / /
Sort Code
Select: Code
Range: to ZZZZZZ

2 In the **Requested** data field, click the down-arrow button and choose "Statements of Account".

3 The current date is automatically inserted in the **For the Date of** field. Accept the date shown or enter a different date.

4 In the **Branch** field, do one of the following:

- Leave **Current** selected to indicate the Statements of Account should be generated for the current branch only.
- Click **Multi-Branch** if you want the Statements of Account to include all branches in your organization.

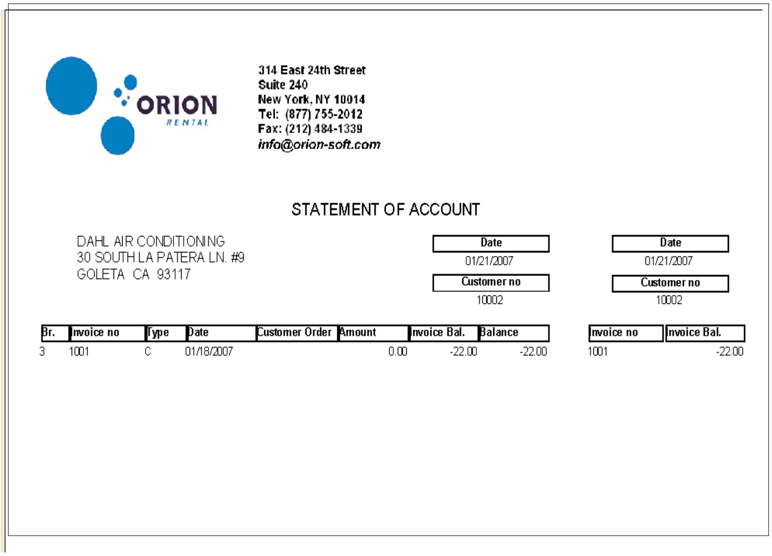
The Statements of Account can only be sorted by Customer Code, not Description.

5 To select the invoices to print on the Statements of Account, do one of the following:

- To print a batch of invoices for specific date, click the **Print invoices in batch** check box and enter a date in the **Invoice From** field.
- To print all invoices, click the **Print all invoices** check box and enter a date in the **Invoices from** field.
- To print invoices for a specific customer, type the Customer code in the Select field.
- To print invoices for a range of customers, type the first Customer Code in the **Range** field and the last **Customer Code** in the range, in the to field.

6 Click **OK**.

The Statements of Account appears. See *"Printing Forms and Reports in Sirius" on page 33*.



ORION
RENTAL

314 East 24th Street
Suite 240
New York, NY 10014
Tel: (877) 755-2012
Fax: (212) 484-1339
info@orion-soft.com

STATEMENT OF ACCOUNT

DAHL AIR CONDITIONING
30 SOUTH LA PATERA LN. #9
GOLETA CA 93117

Date
01/21/2007
Customer no
10002

Date
01/21/2007
Customer no
10002

Br.	Invoice no	Type	Date	Customer Order	Amount	Invoice Bal.	Balance
3	1001	C	01/18/2007		0.00	-22.00	-22.00

Invoice no	Invoice Bal.
1001	-22.00

Accounts Aging

The Accounts Aging report allows you to view your receivables to see which customers have not paid their invoices within 30 days, 60 days, 90 days, etc.

? To Run the Accounts Aging Report:

1 Choose **Statement of Account** from the **Accounts Receivable** menu.

The STATEMENTS OF ACCOUNT window will appear. See sample on page 242.

2 In the **Requested** data field, click the down-arrow button and choose "Accounts Aging".

3 In the **Branch** field, do one of the following:

- Leave **Current** selected to indicate the Account Aging report should be generated for the current branch only.
- Click **Multi-Branch** if you want the Account Aging report to include all branches in your organization.

4 To view invoices for a specific customer, type the Customer code in the **Select** field.

5 To view invoices for a range of customers, type the first Customer Code in the **Range** field and the last **Customer Code** in the range, in the to field.

6 Click **OK**.

The Accounts Aging report will appear.

Issuing Interest

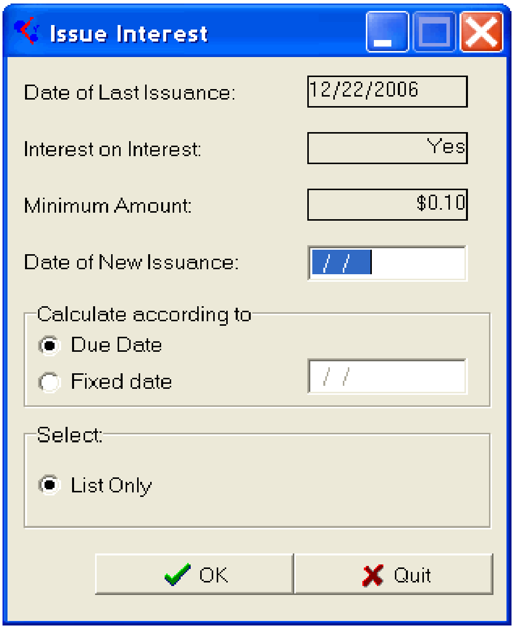
You can set up Sirius to automatically calculate interest on overdue accounts once they are paid.

? **To Issue Interest:**

1 Choose **Issue Interest** from the **Accounts Receivable** menu.

The ISSUE INTEREST window appears.

The interest you set up will only be generated when the amount due from the customer is received.



Date of Last Issuance: 12/22/2006

Interest on Interest: Yes

Minimum Amount: $0.10

Date of New Issuance: / /

Calculate according to

● Due Date

○ Fixed date / /

Select:

● List Only

The following information is already displayed:

Date of Last Issuance	The last date on which interest was calculated. A new issuance will only calculate interest incurred from this date.
Interest on Interest	"Yes" is displayed if interest will be applied on overdue interest. If not, "No" will appear. This option is set during Sirius configuration. See *“Entering Surcharge Rates” on page 46*.

Minimum Amount	The minimum amount that must be overdue before interest will be applied. This prevents applying interest to relatively small amounts owing. This option is set during Sirius configuration. See *“Entering Surcharge Rates” on page 46*.

2 In the **Date of New Issuance** field, type the date on which interest will be calculated. This function calculates interest as of the due date of all customer invoices and will become the “Date of Last Issuance”.

3 In the **Calculate According to** fields, do one of the following:

- Leave "Due Date" selected to calculate the interest from the due date to the issue interest date, in proportion to the number of days.

  Example:

  Invoice Date: Feb 15, 2000

  Amount: 100$

  Term: 30 days

  Interest: 12%

  Date of Issuance: April 30, 2000

  Date due: Feb15, 2000 + 30 days = March 16, 2000

  Days late: April 30, 2000 – March 16, 2000 = 45 days

  Interest calculation: 100$ x 12% x 45 / 365 = $1.48

- Click the **Fixed Date** check box if you prefer to calculate interest based on the Statements of Account due dates, rather than the due date of each invoice. All invoices with a due date equal to or greater than the indicated fixed dated will carry over the interest of this fixed date to the date of issuance.

  Example:

  Invoice Date: Feb 15, 2000

  Amount: 100$

  Term: 30 days

  Interest: 12%

  Date of issuance: April 30, 2000

  Date due: Feb 15, 2000 + 30 days = March 16, 2000

  Fixed Date: March 31, 2000

  Days late: April 30, 2000 – March 31, 2000 = 30 days

  Interest Calculation: 100$ x 12% x 30 / 365 = $0.99

4 Click **OK**.

A message will appear, stating " Interest Issuance Complete".

5 Click **OK**.

Closing the Accounting Period

This section shows the Sirius reports you should run before closing your monthly or yearly accounting period.

The reports should be given to your accountant and represent a ’snapshot’ of your inventory and A/R at year end. The reports must be generated before you start the new month or year.

Inventory Value List Reports

Generate these reports when closing out your fiscal year to obtain a list of all your equipment and its value.

? **To Run a Serialized Sales Items - Inventory Value:**

1 Choose **Items** from the **Reports** menu.

2 In the **Requested data** field, click the down-arrow button and select " Inventory Value - Serial Numbers – Summary"

3 Select your report parameters and then click **OK** to run the report. See *“Understanding Report Criteria” on page 294*.

? **To Run a Bulk Sales Items - Inventory Value Report:**

1 Choose **Items** from the **Reports** menu.

2 In the **Requested data** field, click the down-arrow button and select "Inventory Value - Average Cost"**.**

3 Specify the following report criteria:

- **Items** : Not Serialized
- **Select:** Type
- **Range:** 2 to 2(for Sale)

4 Click **OK** to run the report.

? **To Run Serialized Rental Items - Inventory Value:**

1 Choose **Items** from the **Reports** menu.

2 In the **Requested data** field, click the down-arrow button and select " Inventory Value - Serial Numbers – Summary"

3 Select your report parameters and then click **OK** to run the report. See *“Understanding Report Criteria” on page 294*.

? **To Run a Bulk Rental Items - Inventory Value**

1 Choose **Items** from the **Reports** menu.

2 In the **Requested data** field, click the down-arrow button and select "Inventory Value - Average Cost".

3 Specify the following report criteria:

- **Items** : Not Serialized
- **Select:** Type
- **Range:** 1 to 1(for Rental)

4 Click **OK** to run the report.

Accounts Receivables

You should generate these reports when closing your fiscal year to obtain a list of all your outstanding Account Receivable amounts.

? **To Run a Statement of Accounts Report (Aging):**

1 Choose **Statement of Accounts** from the **Accounts Receivable** menu.

2 In the **Requested data** field, click the down-arrow button and select " Accounts Aging".

3 In the **For the Date of** field, select "Year End". See *"Accounts Aging" on page 244*.

4 Click **OK** to run the report.

Current Deposits

? **To Run a Deposits Report:**

1 Choose **Deposits** from the **Accounts Receivable** menu.

2 In the **Requested data** field, click the down-arrow button and select "Current Deposits"

3 Select your report parameters and then click **OK** to run the report. See *"Understanding Report Criteria" on page 294*.

List of Rental Equipment Sold

? **To Run List of Rental Equipment Sold by Item Report:**

1. Choose **Customer Transaction History** from the **Reports** menu.
2. In the **Requested data** field, click the down-arrow button and select "List of Rental Equip. Sold by Item".
3. In the **For the date of** field, select "Fiscal Year".
4. Select your report parameters and then click **OK** to run the report. See *"Understanding Report Criteria" on page 294*.

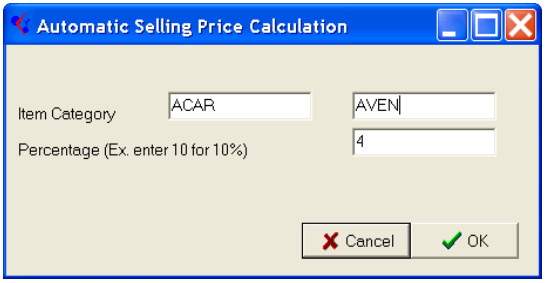
Calculating Global Selling Prices Information

You can calculate the global selling price by category/supplier. Instructions for both methods are shown in this section.

Calculating Global Selling Prices

1 Choose **Global Selling Prices Calculation** from the **Maintenance** menu.

The AUTOMATIC SELLING PRICE CALCULATION window appears.



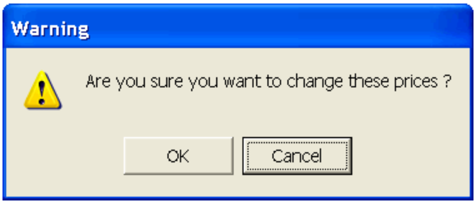
Item Category ACAR AVEN

Percentage (Ex. enter 10 for 10%) 4

2 In the **Item Category** field, type the applicable "Item Category" for which you want to change prices, or range of "Item Categories".

3 In the **Percentage** field, type the price percentage change you want to apply.

4 Click **OK**. The following warning message will appear.

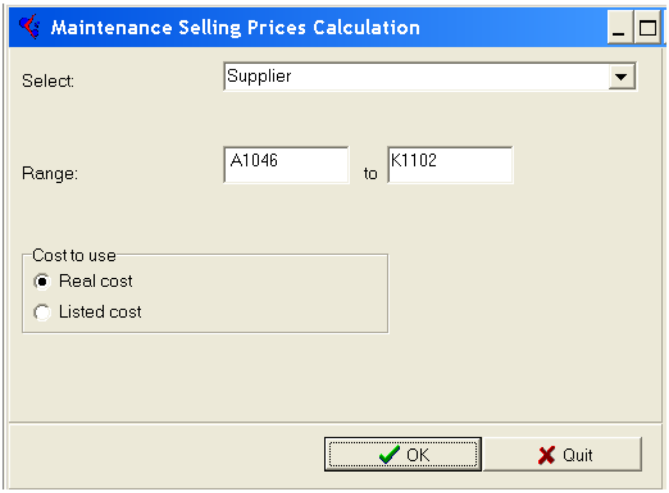


Are you sure you want to change these prices ?

Calculating Selling Prices by Category/Supplier

1 Choose **Category/Supplier Selling Prices Calculation** from the **Maintenance** menu.

The MAINTENANCE SELLING PRICE CALCULATION window appears.



Select: Supplier

Range: A1046 to K1102

Cost to use
● Real cost
○ Listed cost

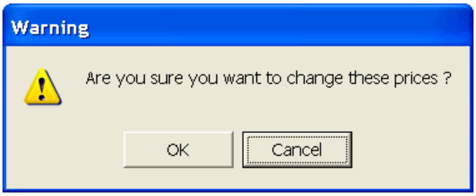
2 In the **Select** field, click the down-arrow button and select "Item Category" or "Supplier"

3 In the **Range** field, type the range of "Item Category Codes" or "Supplier Code" whose item price you want to change.

4 In the **Percentage f**ield, type the price percentage change you want to apply.

5 In the **Cost** field, leave "Real Cost" displayed, if you want the the real cost of the item to be used, or click "Listed Cost" if you want to use the list cost for the item.

6 Click **OK**. The following warning message will appear.



Are you sure you want to change these prices ?

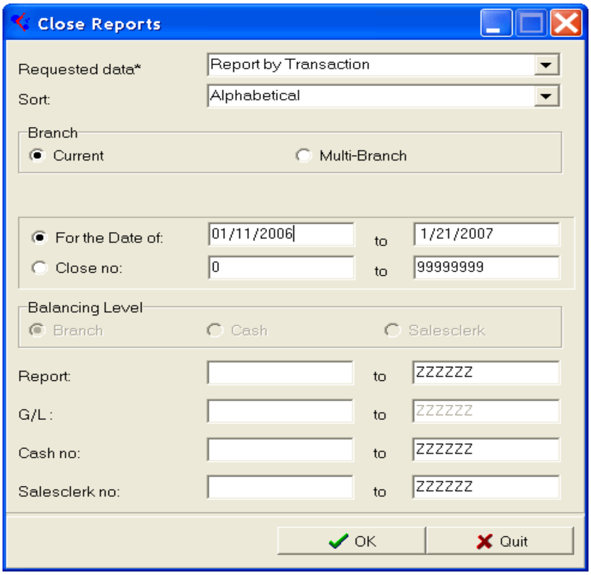
Generating Period-End Financial Reports

You can generate the period-end financial reports at the end of your accounting period.

? **To Generate Period-End Financial Reports:**

1 Choose **Financial History Reports > Close Reports** from the **Maintenance** menu.

The CLOSE REPORTS window appears.



Requested data* Report by Transaction
Sort: Alphabetical

Branch
● Current ○ Multi-Branch

● For the Date of: 01/11/2006 to 1/21/2007
○ Close no: 0 to 99999999

Balancing Level
● Branch ○ Cash ○ Salesclerk

Report: to ZZZZZZ
G/L : to ZZZZZZ
Cash no: to ZZZZZZ
Salesclerk no: to ZZZZZZ

2 In the **Requested** data field, click the down-arrow button and choose one of the following reports:

- Report by Transaction
- Report by Transaction - Detailed
- Report by G/L -Detailed
- Report by G/L - Summary

3 The current date is automatically inserted in the **For the Date of** field. Accept the date shown or enter a different date.

4 In the **Branch** field, do one of the following:

- Leave **Current** selected to indicate this report should be generated for the current branch only.
- Click **Multi-Branch** if you want the Statements of Account to include all branches in your organization.

5 In the **For the Date of** fields, enter the date, or range of dates for the report you are generating.

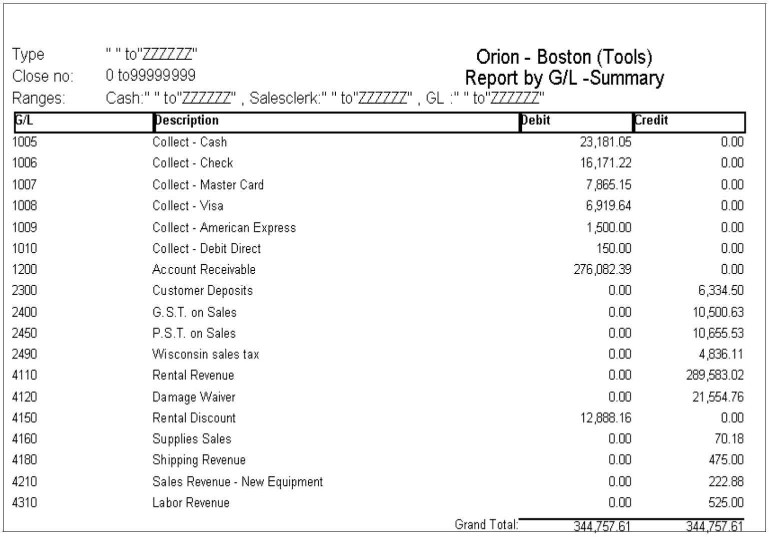
6 In the **Close No.** field, select the day or number of days to be included in the report,

7 In the **Balancing Level** section, select the desired balancing level—Branch, Cash or Salesclerk.

8 In the **Report**, **G/L**, **Cash No.** and **Salesclerk no.** match your selection here with your selection in the previous step. For Branch, choose "Report" or "G/L".

9 Click **OK**.

The Period-End Financial Report will appear. See *"Printing Forms and Reports in Sirius" on page 33*.



Type " " to"ZZZZZZ"
Close no: 0 to99999999
Ranges: Cash:" " to"ZZZZZZ" , Salesclerk:" " to"ZZZZZZ" , GL :" " to"ZZZZZZ"

Orion - Boston (Tools)
Report by G/L -Summary

G/L	Description	Debit	Credit
1005	Collect - Cash	23,181.05	0.00
1006	Collect - Check	16,171.22	0.00
1007	Collect - Master Card	7,865.15	0.00
1008	Collect - Visa	6,919.64	0.00
1009	Collect - American Express	1,500.00	0.00
1010	Collect - Debit Direct	150.00	0.00
1200	Account Receivable	276,082.39	0.00
2300	Customer Deposits	0.00	6,334.50
2400	G.S.T. on Sales	0.00	10,500.63
2450	P.S.T. on Sales	0.00	10,655.53
2490	Wisconsin sales tax	0.00	4,836.11
4110	Rental Revenue	0.00	289,583.02
4120	Damage Waiver	0.00	21,554.76
4150	Rental Discount	12,888.16	0.00
4160	Supplies Sales	0.00	70.18
4180	Shipping Revenue	0.00	475.00
4210	Sales Revenue - New Equipment	0.00	222.88
4310	Labor Revenue	0.00	525.00
	Grand Total:	344,757.61	344,757.61

Periodic Invoicing

If a customer has rented item(s) for an extended period of time, you may want to invoice them periodically during the lengthy rental period, instead of waiting for the items to be returned.

The benefits of periodic invoicing are:

- Collection is staggered throughout the duration of the contract. This means you avoid having to finance your customers over long periods.
- Periodic invoices are usually generated on a monthly basis. An invoice is issued for each rental contract that has at least a one-month period since the last invoicing.
- A month may be calculated according to the calendar (e.g: from April 1st to May 1st) or a fixed number of days (e.g.: 28 days). Therefore, a month of rental is invoiced as soon as the contract covers a period of 28 days or more.
- Periodic invoicing can be done for an individual customer from their rental contract, or multiple customers from Accounts Receivable.

Configuring Sirius for Periodic Invoices

Before you can use the Periodic Invoice function you must first activate the Periodic Control option from the Configuration menu. Once activated, a **Periodic Control** field will appear in all Transaction screens on the Delivery Tab.

? **To Configure Sirius for Periodic Invoices:**

See "Setting Customer Transactions" in "Appendix A" for a detailed description of the periodic invoice configuration.

1. Choose **Branches > Customer Transactions** from the **Configuration Menu**.
2. Click the **Modify** button.
3. In the left-hand column towards the bottom, locate the **Periodic Control?** field and select "Yes".
4. Click **OK** and then **Quit**.

   A **Periodic Control** field will now appear on all Transaction screens, including the Rental Contract in the Delivery tab. See *"Generating Periodic Invoicing from Rental Contracts" on page 256*

Generating Periodic Invoicing from Rental Contracts

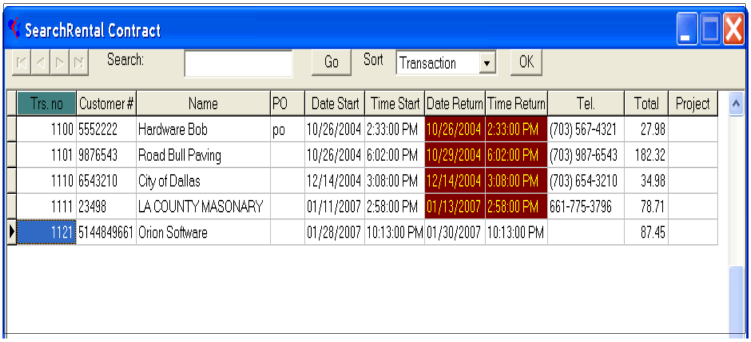
During a customer's rental period, you can use the Periodic Invoice option to invoice a customer directly from the Rental Contract.

? **To Generate a Periodic Invoice from a Rental Contract.**

1 Choose **Rental Contract** from the **Customer Operations** menu.

2 On the RENTAL CONTRACT screen, click the **Search** icon beside the **Trs** field.

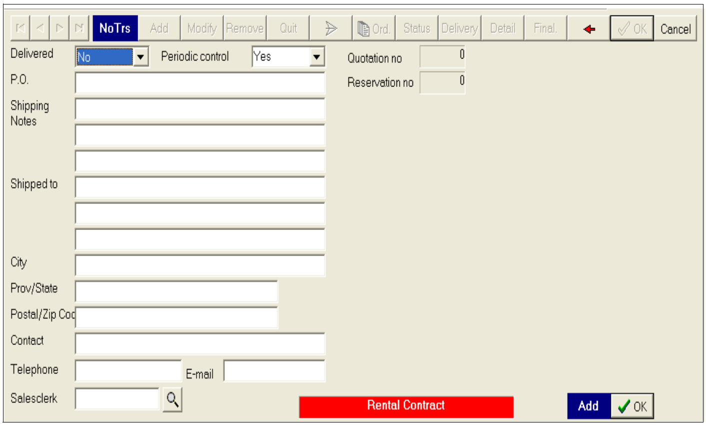
The SEARCH RENTAL CONTRACT dialog box will appear.


SearchRental Contract
Search:
Go
Sort
Transaction
OK

Trs. no	Customer #	Name	PO	Date Start	Time Start	Date Return	Time Return	Tel.	Total	Project
1100	5552222	Hardware Bob	po	10/26/2004	2:33:00 PM	10/26/2004	2:33:00 PM	(703) 567-4321	27.98	
1101	9876543	Road Bull Paving		10/26/2004	6:02:00 PM	10/29/2004	6:02:00 PM	(703) 987-6543	182.32	
1110	6543210	City of Dallas		12/14/2004	3:08:00 PM	12/14/2004	3:08:00 PM	(703) 654-3210	34.98	
1111	23498	LA COUNTY MASONARY		01/11/2007	2:58:00 PM	01/13/2007	2:58:00 PM	661-775-3796	78.71	
1121	5144849661	Orion Software		01/28/2007	10:13:00 PM	01/30/2007	10:13:00 PM		87.45	

3 Select the Rental Contract you want to invoice and click **OK.**

4 Click the **Delivery** button in the middle of the screen.


NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final
OK
Cancel
P.O.
Shipping Notes
Shipped to
City
Prov/State
Postal/Zip Cod
Contact
Telephone
E-mail
Salesclerk
Rental Contract
Add
OK

Delivered: No
Periodic control: Yes
Quotation no: 0
Reservation no: 0

5 Click the **Modify** button.

6 In the **Periodic control** field, click the down-arrow button and click "Yes".

7 Click **OK**.

8 Click the **Modify** button in the middle of the screen.

9 In the **To** field, select the date up to which you want to invoice the customer. For example, if the rental is for two months, and you want to invoice after one month, change the **To** date to reflect one month.

10 Click the **Invoice** button in the middle of the screen.

The **Finalizer** tabs will appear showing the **Total Due** to date, or from the date the customer was last invoiced.

11 Click **OK** to generate the invoice.

The Invoice (Rental) form will appear ready for you to print and send to the customer.

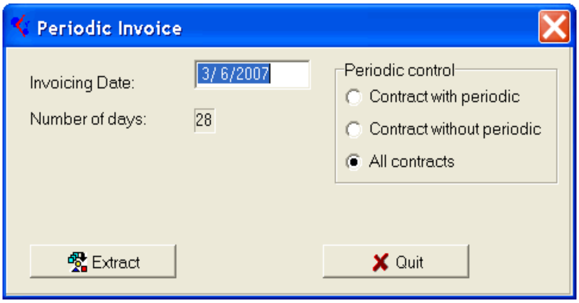
Generating Periodic Invoices in the Accounts Receivable

Periodic Invoices can be generated directly from Accounts Receivable for all rental contracts

? **Generate Periodic Invoices in Accounts Receivable:**

1 Choose **Periodic Invoicing** from the **Accounts Receivable** menu.

The PERIODIC INVOICE screen will appear.



Periodic Invoice

Invoicing Date: 3/ 6/2007

Number of days: 28

Periodic control
○ Contract with periodic
○ Contract without periodic
● All contracts

2 In the **Invoicing Date** field, type the base date from which you want your long-term contracts to be invoiced.

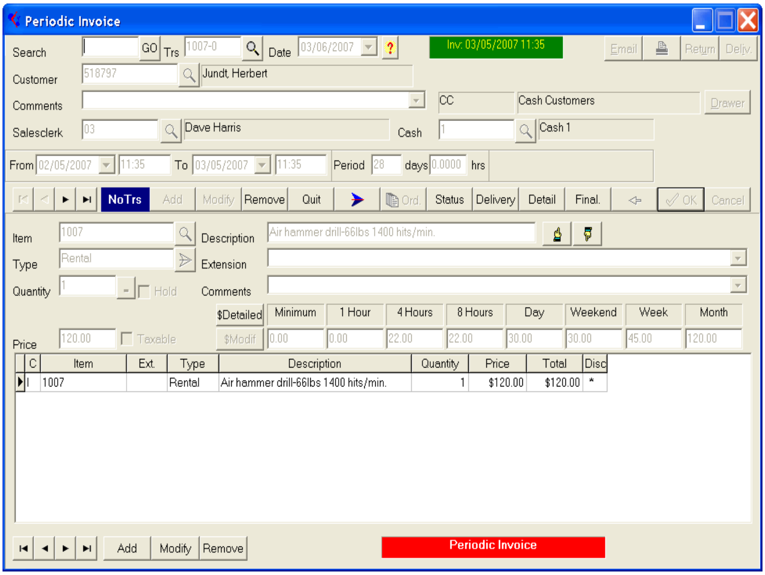
3 In the **Number of days** field, type the number of days in a month.

4 In the **Periodic Control** section, specify which contracts should be invoiced periodically:

- **Contracts with peridoic:** Only those contracts with the periodic invoicing option.
- **Contracts without periodic**: Only those contracts without the periodic invoicing option.
- **All contracts**: All rental contracts.

5 To generate the periodic invoices, click the **Extract** button.

The PERIODIC INVOICE screen will appear.


Periodic Invoice
GO
Email
Return
Deliv.
Drawer
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
Hold
Taxable
$Detailed
$Modif
Add
Modify
Remove
Periodic Invoice

Search
Trs 1007-0
Date 03/06/2007
Inv: 03/05/2007 11:35
Customer 518797 Jundt, Herbert
Comments
CC Cash Customers
Salesclerk 03 Dave Harris
Cash 1 Cash 1
From 02/05/2007 11:35 To 03/05/2007 11:35 Period 28 days 0.0000 hrs
Item 1007
Description Air hammer drill-66lbs 1400 hits/min.
Type Rental
Extension
Quantity 1
Comments
Price 120.00

Minimum	1 Hour	4 Hours	8 Hours	Day	Weekend	Week	Month
0.00	0.00	22.00	22.00	30.00	30.00	45.00	120.00

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc
I	1007		Rental	Air hammer drill-66lbs 1400 hits/min.	1	$120.00	$120.00	*

Depending on the Periodic Control you selected in step 4, the system will automatically select the contracts that are to receive a Periodic Invoice.

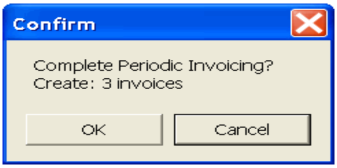
Notice that the last date the contract was invoiced is shown in Green at the top of the screen.

6 To see the contracts to be invoiced, click the arrow icon ▶ in the middle of the screen to advance to the next contract.

If necessary, you can modify or remove invoices from the Periodic Invoice screen. See *“Modifying a Rental Contract” on page 123*.

7 To generate the Periodic Invoices, click the blue icon ➤ in the middle of the screen.

A **Confirm** dialog box will appear indicating the number of invoices that will be created.

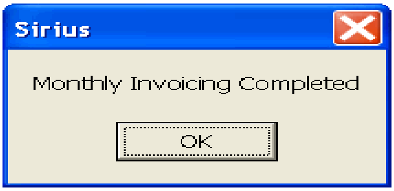


Confirm

Complete Periodic Invoicing?
Create: 3 invoices

8 Click **OK** to generate the periodic invoices.

Once generated, a dialog box will appear.



Sirius

Monthly Invoicing Completed

9 Click **OK**.

Handling Pre-Invoicing

You can use the pre-Invoicing feature in Sirius to either:

- collect payment from a cash customer before the customer leaves with the rental item, or
- generate an invoice for a customer with an account at the time the item is rented, rather than when it is returned.

Configuring Sirius for Pre-Invoicing

Before you can use the Pre-Invoicing feature you must first activate the Periodic Control option from the Configuration menu.

? **To Configure Sirius for Pre-Invoicing:**

1. Choose **Branches > Customer Transactions** from the **Configuration Menu**.
2. Click the **Modify** button.
3. In the right-hand column near the top, locate the **Pre-invoicing** option and select "Yes".
4. Click **OK**.
5. Click **Quit**.

A pre-Invoice button will appear on the **Finalizers** pane when processing a transaction. See page 261

See "Setting Customer Transactions" in "Appendix A" for more details regarding periodic invoice configuration.

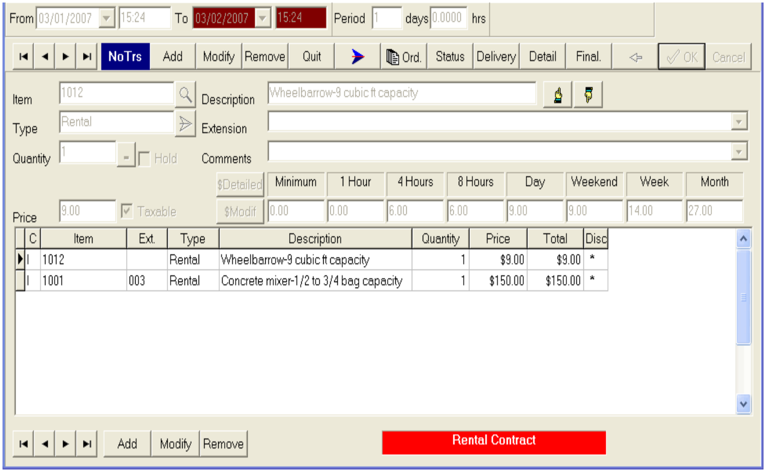
Generating Pre-Invoices

Pre-invoices are generated at the time an item is rented and after you have either collected the cash payment or charged the amount due to the customer's account.

? To Extend a Rental Contract:

1 Choose **Rental Contract** from the **Customer Operations** menu.

The Rental Contract screen will appear.


NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
$Detailed
$Modif
Add
Modify
Remove
Rental Contract

From 03/01/2007 15:24 To 03/02/2007 15:24 Period 1 days 0.0000 hrs

Item 1012

Description Wheelbarrow-9 cubic ft capacity

Type Rental

Extension

Quantity 1 ☐ Hold

Comments

Price 9.00 ☑ Taxable

Minimum	1 Hour	4 Hours	8 Hours	Day	Weekend	Week	Month
0.00	0.00	6.00	6.00	9.00	9.00	14.00	27.00

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc
I	1012		Rental	Wheelbarrow-9 cubic ft capacity	1	$9.00	$9.00	*
I	1001	003	Rental	Concrete mixer-1/2 to 3/4 bag capacity	1	$150.00	$150.00	*

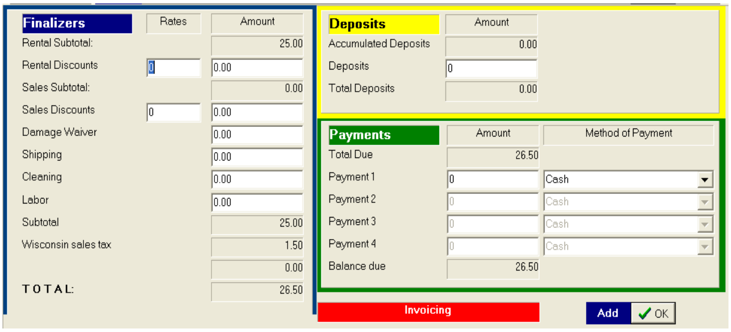
2 Create a Rental Contract using the instructions shown in "Creating Rental Contracts" in "Chapter 6 - Managing Transactions".

3 After you create the contract, click the **Final** button on the Rental Contract screen.

The Finalizer Tabs will appear.

4 Click the Pre-invoice button.

The Rental Contract changes to the Invoicing screen. The Finalizer tabs are still displayed and the amount owed is shown in the **Total Due** field.



Finalizers	Rates	Amount
Rental Subtotal:		25.00
Rental Discounts	0	0.00
Sales Subtotal:		0.00
Sales Discounts	0	0.00
Damage Waiver		0.00
Shipping		0.00
Cleaning		0.00
Labor		0.00
Subtotal		25.00
Wisconsin sales tax		1.50
		0.00
TOTAL:		26.50

Deposits	Amount
Accumulated Deposits	0.00
Deposits	0
Total Deposits	0.00

Payments	Amount	Method of Payment
Total Due	26.50	
Payment 1	0	Cash
Payment 2	0	Cash
Payment 3	0	Cash
Payment 4	0	Cash
Balance due	26.50	

5 The next step is to apply the payment:

- If a Cash customer, enter the payment In the **Payment 1** field and click **OK**.
- If the customer has an account, click **OK** to display the green **Apply to Account** dialog box. Click **OK**.

The Invoice Rental will appear.

6 Click **Print** to print the Invoice Rental and give it to the customer. See *“Quitting Sirius” on page 38*. This is not the Rental Contract. See step 9.

7 Click **Close**.

The Rental Contract screen reappears.

8 To print out the Rental Contract for the customer, click the Print icon in the top right-hand corner of the Rental Contract Screen.

Notice that a green box appears at the top of the Rental Contract screen to let you know the contract has been invoiced

Extending a Rental Contract

You can extend a rental contract for a customer who has been pre-invoiced and then decides to keep the item for a longer period of time.

? **To Extend a Rental Contract:**

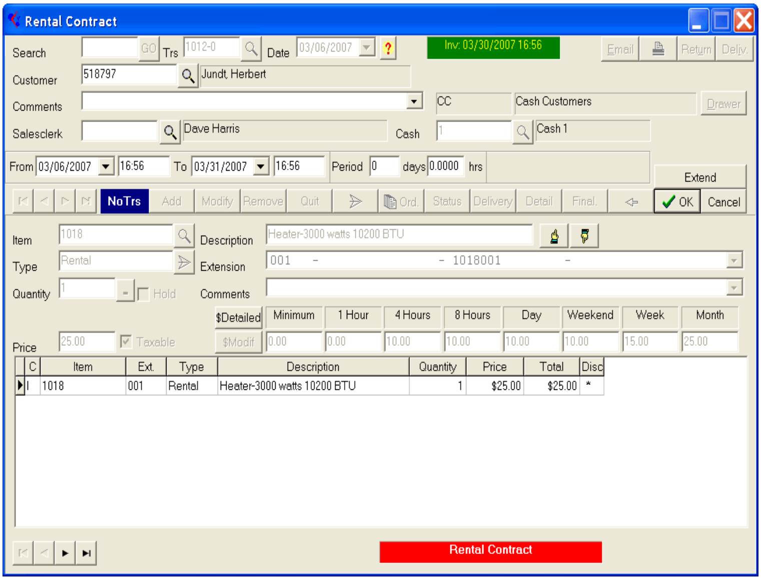
1 Choose **Rental Contract** from the **Customer Operations** menu.

The Rental Contract screen will appear.

2 Click the **Modify** button in the middle of the screen.

3 In the **To** field in the middle of the screen, select a new return date.

Notice that the period field shows the number of days you extended the Rental Contract.


Rental Contract
GO
Email
Return
Deliv.
Drawer
Extend
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
$Detailed
$Modif
Rental Contract

Trs 1012-0 Date 03/06/2007 Inv: 03/30/2007 16:56

Customer 518797 Jundt, Herbert

CC Cash Customers

Salesclerk Dave Harris Cash 1 Cash 1

From 03/06/2007 16:56 To 03/31/2007 16:56 Period 0 days 0.0000 hrs

Item 1018 Description Heater-3000 watts 10200 BTU

Type Rental Extension 001 - - 1018001 -

Quantity 1 ☐ Hold

Price 25.00 ☑ Taxable

Minimum	1 Hour	4 Hours	8 Hours	Day	Weekend	Week	Month
0.00	0.00	10.00	10.00	10.00	10.00	15.00	25.00

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc
I	1018	001	Rental	Heater-3000 watts 10200 BTU	1	$25.00	$25.00	*

4 Click the **Extend** button.

The Finalizers tab will appear on the Invoicing screen showing the amount owing for the extended days you entered.

5 Cick **OK** to generate an Invoice for the extended days.

Applying Credits to Pre-Invoices

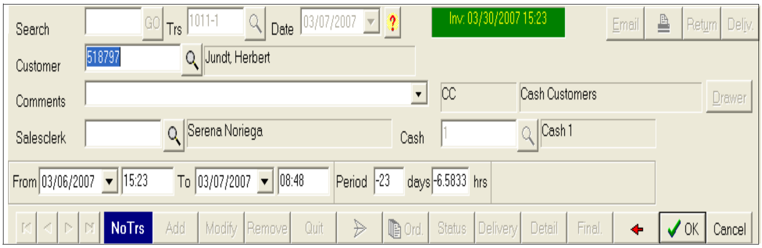
If a customer was pre-invoiced and then returns the item before the rental period expires, you can credit or refund them either in cash or by applying the amount to their account.

? **To Apply Credits to Pre-Invoices:**

1 Choose **Rental Contract** from the **Customer Operations** menu. The Rental Contract screen will appear.

2 Click the transformation button ➤ in the middle of the screen.

The Rental Invoice screen appears.



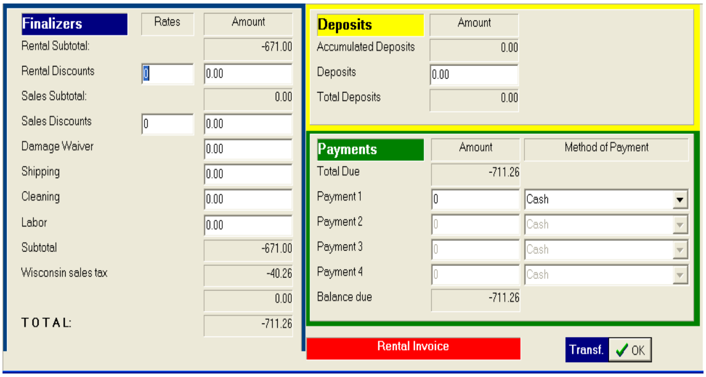
Search
Trs 1011-1
Date 03/07/2007
Inv: 03/30/2007 15:23
Customer 518797 Jundt, Herbert
Comments
CC Cash Customers
Salesclerk Serena Noriega
Cash 1 Cash 1
From 03/06/2007 15:23 To 03/07/2007 08:48 Period -23 days -6.5833 hrs

The **Period, Days** and **Hrs** fields will automatically display the number of days left in the rental period as a negative (-) This represents the amount to be credited back to the customer.

3 Return the item(s) using the instructions shown in "Chapter 7 - Processing Returns".

4 Once you’ve returned the items, click the **Final** button.

The **Finalizer** Tabs appear showing the Amount of the credit to be refunded to the customer.



Finalizers	Rates	Amount
Rental Subtotal:		-671.00
Rental Discounts	0	0.00
Sales Subtotal:		0.00
Sales Discounts	0	0.00
Damage Waiver		0.00
Shipping		0.00
Cleaning		0.00
Labor		0.00
Subtotal		-671.00
Wisconsin sales tax		-40.26
		0.00
TOTAL:		-711.26

Deposits	Amount
Accumulated Deposits	0.00
Deposits	0.00
Total Deposits	0.00

Payments	Amount	Method of Payment
Total Due	-711.26	
Payment 1	0	Cash
Payment 2	0	Cash
Payment 3	0	Cash
Payment 4	0	Cash
Balance due	-711.26	

5 The next step is to refund the customer:

- If a Cash customer, enter the Total Due (amount your refunding to the customer) In the **Payment 1** field and click OK.
- If the customer has an account, click **OK** to display the green **Apply to Account** dialog box and then click **OK**.

The Invoice Rental will appear showing the amount refunded to the customer.

Entering Pre-Invoices in the Accounts Receivable

The procedures for manually entering pre-invoices in Accounts Receivable are the same as those for regular invoices. See *“Adding an Invoice to the Accounts Receivable” on page 221*.

Recording Payments for Pre-Invoices

The procedures for entering a pre-invoice payment received from a customer into Accounts Receivable are the same as those for regular invoices. See *“Entering Payments for an Invoice in Accounts Receivable” on page 229*.

Closing Pre-Invoices

Once a customer who has been pre-invoiced returns the rental item, you can close the contract and issue a Return Form.

? **To Close a Pre-Invoice:**

1. Choose **Rental Contract** from the **Customer Operations** menu.

   The RENTAL CONTRACT window will appear.

2. Return the items using the instructions shown in "Chapter 7 - Processing Returns".
3. Click the **Final** button.

   The Finalizer tabs will appear showing zero amount owing.

4 Click **OK**.

The Return Form appears ready to be printed and given to the customer.

Chapter 13
Managing Reports

This chapter shows you how to generate a variety of Sirius reports to assist you in your sales and rental operations.

Here's what you'll find in this chapter:

- Basics
- Customer Operations Reports
- Customer Transaction History Reports
- Statistics Report
- Database Information Report
- Customer Reports
- Item Reports
- Supplier Reports
- Inventory Adjustment Reports
- Order Reception Reports
- Financial History Reports

Basics

Understanding Report Criteria

When you select a report to generate, you are prompted to specify a variety of report criteria. For example, you can specify the range of data to include in your report, the time period and how you want the data sorted.

The table below describes the report criteria that can be specified:

Sort	Determines the order in which information will appear on the report.
For the Date Of	The date range for the report. By default, the majority of reports for current operations are generated for a period of one month preceding the current date. Transaction history reports are generated for a period of one month preceding the current date.
Category	To run the report for a category of customers or items.
Customer No.	The range of customers for which you would like to produce a report. To limit the customer range for your report, simply enter the codes of the first and last customers that you would like to appear. By default, these reports are generated for the complete list of your customers.
Item No.	The range of items for which you would like to produce a report. To limit the item range for your report, simply enter the codes of the first and last items that you would like to appear. By default, reports are generated for the complete list of your items.

Trans No.	The range of transactions for which you would like to produce a report. To limit the transaction number range for your report, simply enter the codes of the first and last transaction numbers that you would like to appear. By default, reports are generated for the complete list of your transactions.
Close No.	Select the day or number of days to be included in the report.
Select	The range of criteria entries must match to be included in the report.
Range	The range of entries to be included in the report. Simply enter the first and last entries to be included in the report. By default, reports are generated for all your entries.
Item Quantity	To select which items will be included in the report. • **All** = All items in the range. • **Greater than 0** = Only the items in the range whose inventory quantity is over 0. • **Equal to 0** = Only the items in the range whose inventory quantity is equal to 0. • **Less than 0** = Only the items in the range whose inventory quantity is less than 0.

Generating Reports: Customer Operations Reports

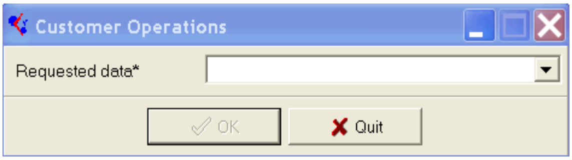
Generating a Customer Operations Report

This set of reports allows you to obtain lists of transaction in different formats. The transactions can be sorted by item, by customer or by transaction number.

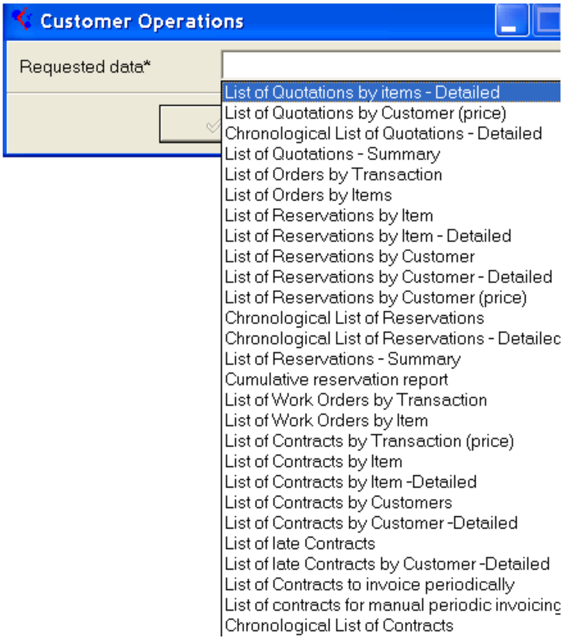
■ To Generate A Customer Operation Report:

1 Choose **Customer Operation** from the **Reports** menu.

The CUSTOMER OPERATIONS window will appear.


Customer Operations
Requested data*
OK
Quit

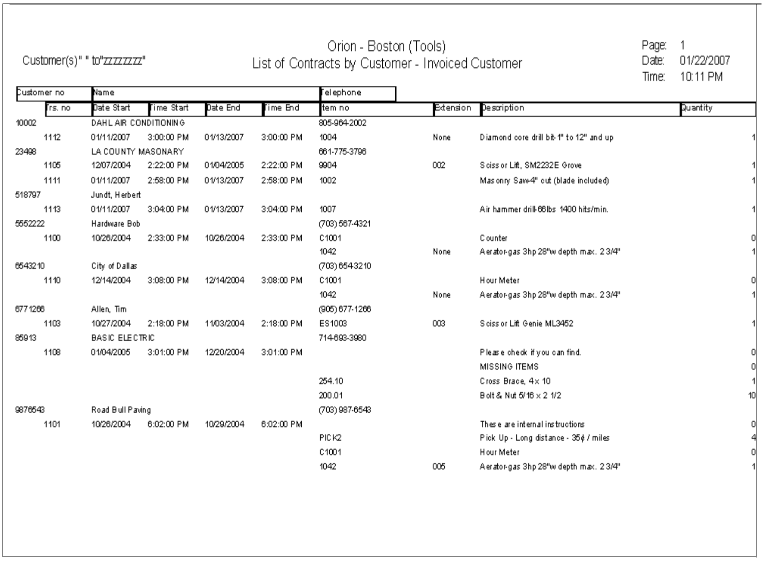
2 Click the down-arrow button and select a report from the list:


Customer Operations
Requested data*
List of Quotations by items - Detailed
List of Quotations by Customer (price)
Chronological List of Quotations - Detailed
List of Quotations - Summary
List of Orders by Transaction
List of Orders by Items
List of Reservations by Item
List of Reservations by Item - Detailed
List of Reservations by Customer
List of Reservations by Customer - Detailed
List of Reservations by Customer (price)
Chronological List of Reservations
Chronological List of Reservations - Detaile
List of Reservations - Summary
Cumulative reservation report
List of Work Orders by Transaction
List of Work Orders by Item
List of Contracts by Transaction (price)
List of Contracts by Item
List of Contracts by Item -Detailed
List of Contracts by Customers
List of Contracts by Customer -Detailed
List of late Contracts
List of late Contracts by Customer -Detailed
List of Contracts to invoice periodically
List of contracts for manual periodic invoicin
Chronological List of Contracts

3 Complete the required report criteria for the report you selected. See *“Understanding Report Criteria” on page 269* for a description of the fields.

4 Click **OK**.

The report you selected is displayed as shown in the example below. See *“Printing Forms and Reports in Sirius” on page 33*.



Customer(s)" " to"zzzzzzz"

Orion - Boston (Tools)
List of Contracts by Customer - Invoiced Customer

Page: 1
Date: 01/22/2007
Time: 10:11 PM

Customer no		Name				Telephone			
	Trs. no	Date Start	Time Start	Date End	Time End	Item no	Extension	Description	Quantity
10002		DAHL AIR CONDITIONING				805-964-2002			
	1112	01/11/2007	3:00:00 PM	01/13/2007	3:00:00 PM	1004	None	Diamond core drill bit-1" to 12" and up	1
23498		LA COUNTY MASONARY				661-775-3796			
	1105	12/07/2004	2:22:00 PM	01/04/2005	2:22:00 PM	9904	002	Scissor Lift, SM2232E Grove	1
	1111	01/11/2007	2:58:00 PM	01/13/2007	2:58:00 PM	1002		Masonry Saw-4" cut (blade included)	1
518797		Jundt, Herbert							
	1113	01/11/2007	3:04:00 PM	01/13/2007	3:04:00 PM	1007		Air hammer drill-66lbs 1400 hits/min.	1
5552222		Hardware Bob				(703) 567-4321			
	1100	10/26/2004	2:33:00 PM	10/26/2004	2:33:00 PM	C1001		Counter	0
						1042	None	Aerator-gas 3hp 28"w depth max. 2 3/4"	1
6543210		City of Dallas				(703) 654-3210			
	1110	12/14/2004	3:08:00 PM	12/14/2004	3:08:00 PM	C1001		Hour Meter	0
						1042	None	Aerator-gas 3hp 28"w depth max. 2 3/4"	1
6771266		Allen, Tim				(905) 677-1266			
	1103	10/27/2004	2:18:00 PM	11/03/2004	2:18:00 PM	ES1003	003	Scissor Lift Genie ML3452	1
85913		BASIC ELECTRIC				714-693-3980			
	1108	01/04/2005	3:01:00 PM	12/20/2004	3:01:00 PM			Please check if you can find.	0
								MISSING ITEMS	0
						254.10		Cross Brace, 4x 10	1
						200.01		Bolt & Nut 5/16 x 2 1/2	10
9876543		Road Bull Paving				(703) 987-6543			
	1101	10/26/2004	6:02:00 PM	10/29/2004	6:02:00 PM			These are internal instructions	0
						PICK2		Pick Up - Long distance - 35¢ / miles	4
						C1001		Hour Meter	0
						1042	005	Aerator-gas 3hp 28"w depth max. 2 3/4"	1

Generating Reports: Customer Transaction History Reports

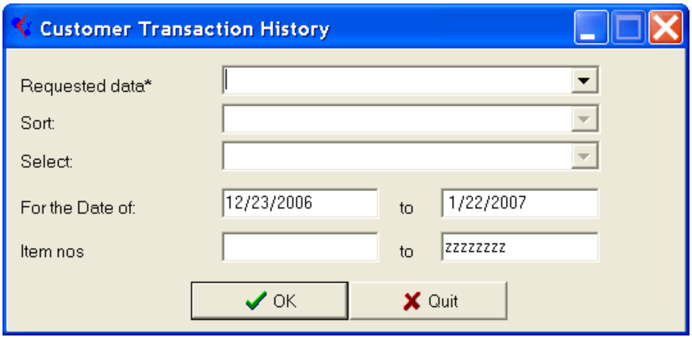
Generating a Customer Transaction History Report

This set of reports allow you to run and view a list of invoice histories for an Item or a Customer.

■ To Generate A Customer Transaction History Report:

1 Choose **Customer Transaction History** from the **Reports** menu.

The CUSTOMER TRANSACTION HISTORY window will appear.



Customer Transaction History

Requested data*:

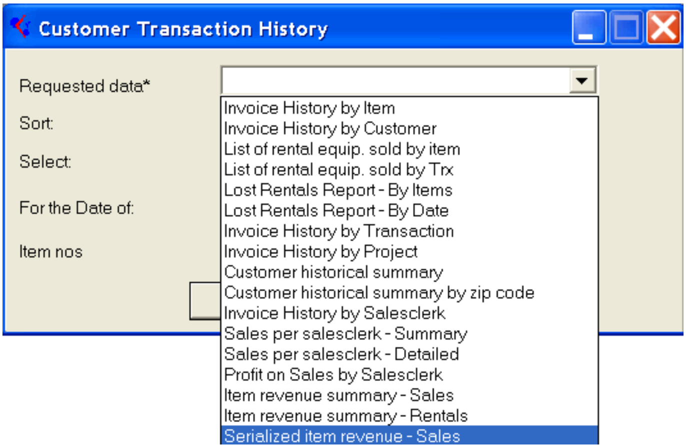
Sort:

Select:

For the Date of: 12/23/2006 to 1/22/2007

Item nos to zzzzzzzz

2 Click the down-arrow button and select a report from the list:



Customer Transaction History

Requested data*:

Sort:

Select:

For the Date of:

Item nos

Invoice History by Item
Invoice History by Customer
List of rental equip. sold by item
List of rental equip. sold by Trx
Lost Rentals Report - By Items
Lost Rentals Report - By Date
Invoice History by Transaction
Invoice History by Project
Customer historical summary
Customer historical summary by zip code
Invoice History by Salesclerk
Sales per salesclerk - Summary
Sales per salesclerk - Detailed
Profit on Sales by Salesclerk
Item revenue summary - Sales
Item revenue summary - Rentals
Serialized item revenue - Sales

3. Complete the required fields for the report you selected. See *"Understanding Report Criteria" on page 269* for a description of the fields.
4. Click **OK**.

   The report you selected is displayed. See *"Printing Forms and Reports in Sirius" on page 33*.

Interpreting an Invoice History Report

The Invoice History Report lists the invoices that have been issued to customers either by rental items or customer name. This allows you to analyze which items are being rented and to whom.

- **Invoice History By Item** report allows you to specify the category of items whose invoices you want to view, the Item Number or range of Item Numbers, and the date and range of dates the invoices were sent.
- **Invoice History By Customer** report allows you to specify the customer, or range of customers whose invoices you want to view, and the date and range of dates the invoices were issued

■ To Generate an Invoice History Report:

1. Choose **Customer Transaction History** from the **Reports** menu.

   The CUSTOMER TRANSACTION HISTORY window will appear.
2. In the **Requested Data** field, select either "Invoice History by Item" or "Invoice History by Customer".
3. Complete the required fields for the report you selected. See *"Understanding Report Criteria" on page 269* for a description of the fields.
4. Click **OK**.
5. The report you selected is displayed. See *"Printing Forms and Reports in Sirius" on page 33*

Interpreting a Lost Rentals Report

The Lost Rentals report shows you the number of lost rental opporunities your company experienced over a specific range of dates.

A lost rental opportunity is defined as a rental requested by a customer, that for a variety of reasons you were unable to complete.

The report can be run by item or by date:

- **Lost Rentals Report - By Item** allows you to specify lost rental opportunities by item and the date and range of dates the opportunities were lost.
- **Invoice Rentals Report - By Date** report allows you to specify the lost rental opportunities by date or range of dates

■ To Generate a Lost Rentals Report:

1. Choose **Customer Transaction History** from the **Reports** menu.

   The CUSTOMER TRANSACTION HISTORY window will appear.

2. In the **Requested Data** field, select either "Lost Rentals Report - By Item" or "Lost Rentals Report - By Date".
3. Complete the required fields for the report you selected. See *“Understanding Report Criteria” on page 269* for a description of the fields.
4. Click **OK**.
5. The report you selected is displayed. See *“Printing Forms and Reports in Sirius” on page 33*.

Generating Reports: Statistics Reports

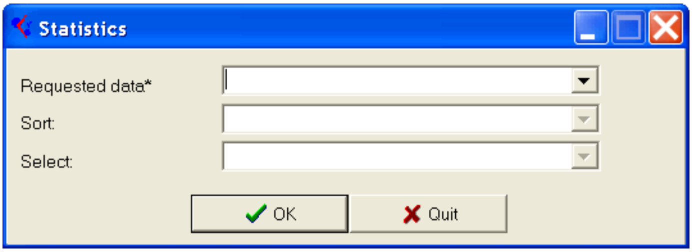
Generating a Statistics Report

This set of reports allows you to run and view detailed rental statistics.

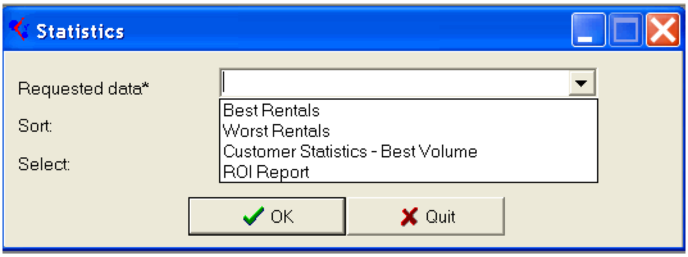
■ To Generate A Statistics Report:

1 Choose **Statistics** from the **Reports** menu.

The STATISTICS window will appear.


Statistics
Requested data*
Sort:
Select:
OK
Quit

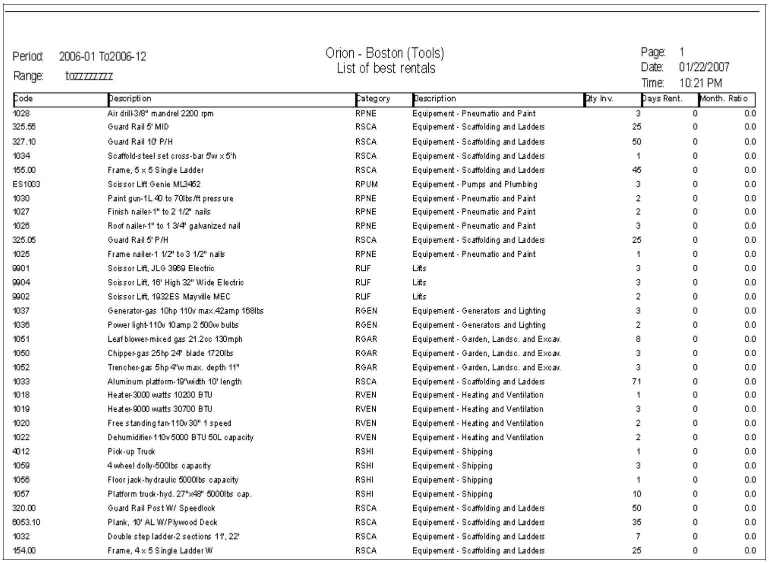
2 Click the down-arrow button and select a report from the list:


Statistics
Requested data*
Sort:
Select:
Best Rentals
Worst Rentals
Customer Statistics - Best Volume
ROI Report
OK
Quit

3 Complete the required fields for the report you selected. See *"Understanding Report Criteria" on page 269* for a description of the fields.

4 Click **OK**.

The report you selected is displayed as shown in the example below. See *“Printing Forms and Reports in Sirius” on page 33*.



Period: 2006-01 To2006-12
Range: tozzzzzzzz

Orion - Boston (Tools)
List of best rentals

Page: 1
Date: 01/22/2007
Time: 10:21 PM

Code	Description	Category	Description	Qty Inv.	Days Rent.	Month. Ratio
1028	Air drill-3/8" mandrel 2200 rpm	RPNE	Equipement - Pneumatic and Paint	3	0	0.0
325.55	Guard Rail 5' MID	RSCA	Equipement - Scaffolding and Ladders	25	0	0.0
327.10	Guard Rail 10' P/H	RSCA	Equipement - Scaffolding and Ladders	50	0	0.0
1034	Scaffold-steel set cross-bar 5'w x 5'h	RSCA	Equipement - Scaffolding and Ladders	1	0	0.0
155.00	Frame, 5 x 5 Single Ladder	RSCA	Equipement - Scaffolding and Ladders	45	0	0.0
ES1003	Scissor Lift Genie ML3452	RPUM	Equipement - Pumps and Plumbing	3	0	0.0
1030	Paint gun-1L 40 to 70lbs/ft pressure	RPNE	Equipement - Pneumatic and Paint	2	0	0.0
1027	Finish nailer-1" to 2 1/2" nails	RPNE	Equipement - Pneumatic and Paint	2	0	0.0
1026	Roof nailer-1" to 1 3/4' galvanized nail	RPNE	Equipement - Pneumatic and Paint	3	0	0.0
325.05	Guard Rail 5' P/H	RSCA	Equipement - Scaffolding and Ladders	25	0	0.0
1025	Frame nailer-1 1/2" to 3 1/2" nails	RPNE	Equipement - Pneumatic and Paint	1	0	0.0
9901	Scissor Lift, JLG 3969 Electric	RLIF	Lifts	3	0	0.0
9904	Scissor Lift, 16' High 32" Wide Electric	RLIF	Lifts	3	0	0.0
9902	Scissor Lift, 1932ES Mayville MEC	RLIF	Lifts	2	0	0.0
1037	Generator-gas 10hp 110v max.42amp 168lbs	RGEN	Equipement - Generators and Lighting	3	0	0.0
1036	Power light-110v 10amp 2 500w bulbs	RGEN	Equipement - Generators and Lighting	2	0	0.0
1051	Leaf blower-mixed gas 21.2cc 130mph	RGAR	Equipement - Garden, Landsc. and Excav.	8	0	0.0
1050	Chipper-gas 25hp 24' blade 1720lbs	RGAR	Equipement - Garden, Landsc. and Excav.	3	0	0.0
1052	Trencher-gas 5hp 4"w max. depth 11"	RGAR	Equipement - Garden, Landsc. and Excav.	3	0	0.0
1033	Aluminum platform-19"width 10' length	RSCA	Equipement - Scaffolding and Ladders	71	0	0.0
1018	Heater-3000 watts 10200 BTU	RVEN	Equipement - Heating and Ventilation	1	0	0.0
1019	Heater-9000 watts 30700 BTU	RVEN	Equipement - Heating and Ventilation	3	0	0.0
1020	Free standing fan-110v30" 1 speed	RVEN	Equipement - Heating and Ventilation	2	0	0.0
1022	Dehumidifier-110v5000 BTU 50L capacity	RVEN	Equipement - Heating and Ventilation	2	0	0.0
4012	Pick-up Truck	RSHI	Equipement - Shipping	1	0	0.0
1059	4 wheel dolly-500lbs capacity	RSHI	Equipement - Shipping	3	0	0.0
1056	Floor jack-hydraulic 5000lbs capacity	RSHI	Equipement - Shipping	1	0	0.0
1057	Platform truck-hyd. 27"x48" 5000lbs cap.	RSHI	Equipement - Shipping	10	0	0.0
320.00	Guard Rail Post W/ Speedlock	RSCA	Equipement - Scaffolding and Ladders	50	0	0.0
6053.10	Plank, 10' AL W/Plywood Deck	RSCA	Equipement - Scaffolding and Ladders	35	0	0.0
1032	Double step ladder-2 sections 11', 22'	RSCA	Equipement - Scaffolding and Ladders	7	0	0.0
154.00	Frame, 4 x 5 Single Ladder W	RSCA	Equipement - Scaffolding and Ladders	25	0	0.0

Generating Reports: Database Information Reports

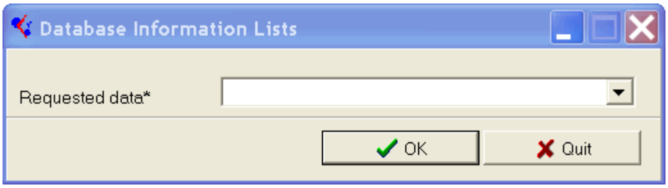
Generating a Database Information Report

This set of reports allows you to run and view detailed lists of your Sirius configurations.

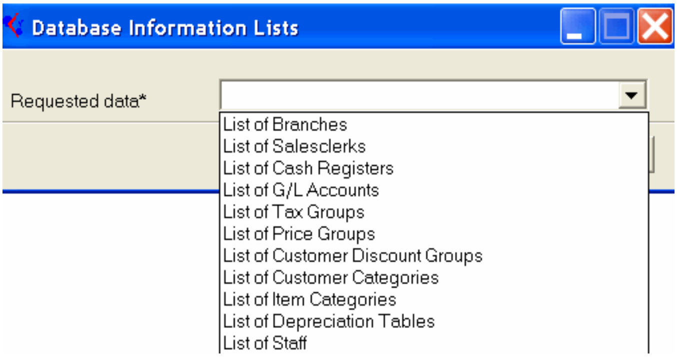
■ To Generate a Database Information Report:

1 Choose **Database Information** from the **Reports** menu.

The DATABASE INFORMATION LISTS window will appear.


Database Information Lists
Requested data*
OK
Quit

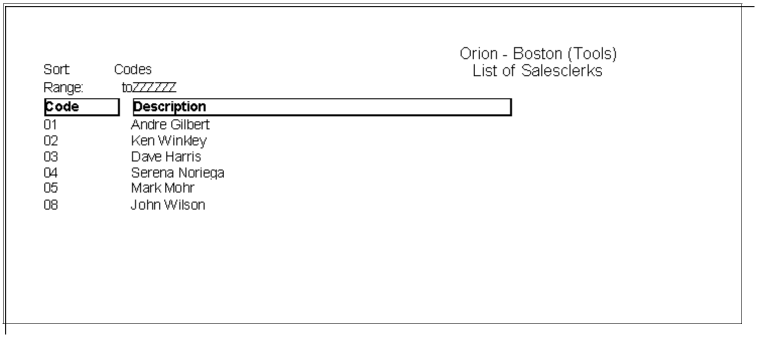
2 Click the down-arrow button and select a report from the list:


Database Information Lists
Requested data*
List of Branches
List of Salesclerks
List of Cash Registers
List of G/L Accounts
List of Tax Groups
List of Price Groups
List of Customer Discount Groups
List of Customer Categories
List of Item Categories
List of Depreciation Tables
List of Staff

3 Complete the required fields for the report you selected. See *“Understanding Report Criteria” on page 269* for a description of the fields.

4 Click **OK**.

The report you selected is displayed as shown in the example below. See *"Printing Forms and Reports in Sirius" on page 33*.



Orion - Boston (Tools)
List of Salesclerks

Sort Codes
Range: toZZZZZZ

Code	Description
01	Andre Gilbert
02	Ken Winkley
03	Dave Harris
04	Serena Noriega
05	Mark Mohr
08	John Wilson

Generating Reports: Customer Reports

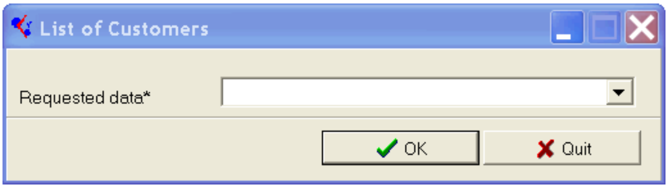
Generating a Customer Report

These set of reports allows you to run and view lists of your customers in four different formats—telephone, address, customer names an customer credit.

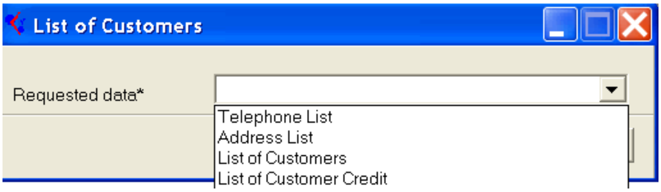
To Generate a Customer Report:

1 Choose **Customers** from the **Reports** menu.

The LISTS OF CUSTOMERS window will appear.


List of Customers
Requested data*
OK
Quit

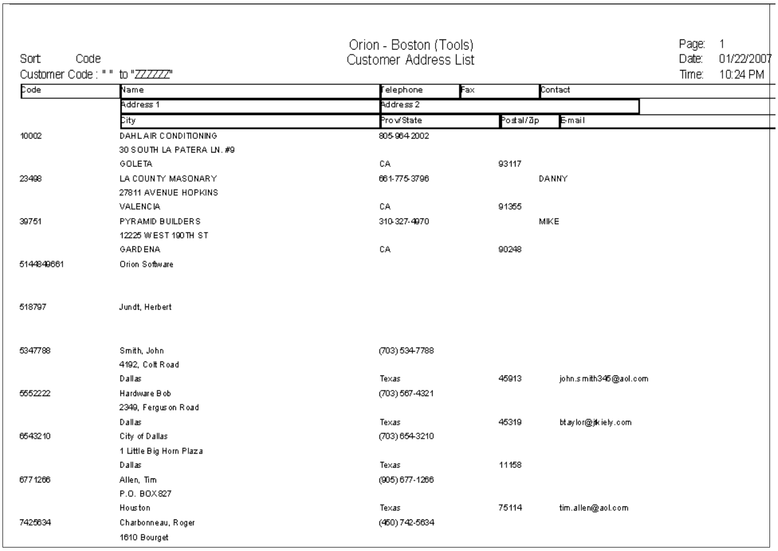
2 Click the down-arrow button and select a report from the list:


List of Customers
Requested data*
Telephone List
Address List
List of Customers
List of Customer Credit

3 Complete the required fields for the report you selected. See *“Understanding Report Criteria” on page 269* for a description of the fields.

4 Click **OK**.

The report you selected is displayed as shown in the example below. See *“Printing Forms and Reports in Sirius” on page 33*.



Orion - Boston (Tools)
Customer Address List

Sort Code
Customer Code : " " to "ZZZZZZ"

Page: 1
Date: 01/22/2007
Time: 10:24 PM

Code	Name	Telephone	Fax	Contact
	Address 1	Address 2		
	City	Prov/State	Postal/Zip	E-mail
10002	DAHL AIR CONDITIONING	805-964-2002		
	30 SOUTH LA PATERA LN. #9			
	GOLETA	CA	93117	
23498	LA COUNTY MASONARY	661-775-3796		DANNY
	27811 AVENUE HOPKINS			
	VALENCIA	CA	91355	
39751	PYRAMID BUILDERS	310-327-4970		MIKE
	12225 WEST 190TH ST			
	GARDENA	CA	90248	
5144849661	Orion Software			
518797	Jundt, Herbert			
5347788	Smith, John	(703) 534-7788		
	4192, Colt Road			
	Dallas	Texas	45913	john.smith345@aol.com
5552222	Hardware Bob	(703) 567-4321		
	2349, Ferguson Road			
	Dallas	Texas	45319	btaylor@jkiely.com
6543210	City of Dallas	(703) 654-3210		
	1 Little Big Horn Plaza			
	Dallas	Texas	11158	
6771266	Allen, Tim	(905) 677-1266		
	P.O. BOX 827			
	Houston	Texas	75114	tim.allen@aol.com
7425634	Charbonneau, Roger	(450) 742-5634		
	1610 Bourget			

Generating Reports: Item Reports

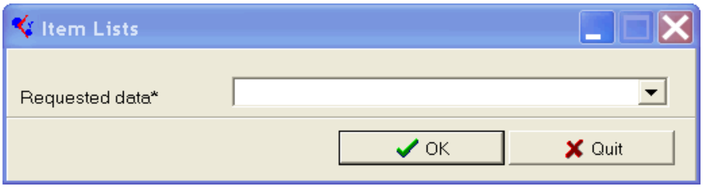
Generating an Item Report

This set of reports allows you to run and view a variety item lists.

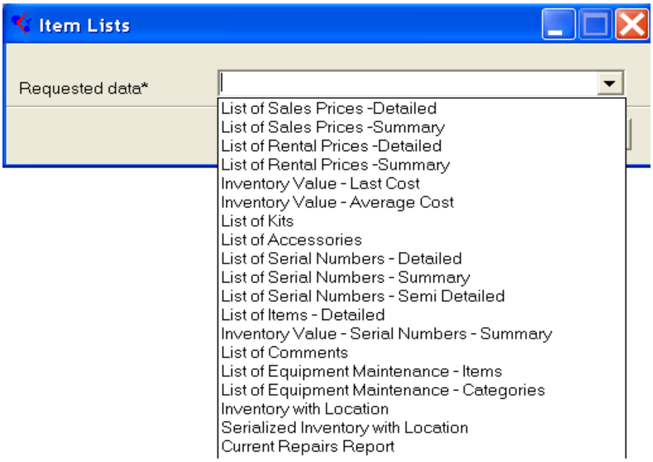
- **To Generate an Item Report:**

1 Choose **Items** from the **Reports** menu.

The ITEM LISTS window will appear.


Item Lists
Requested data*
OK
Quit

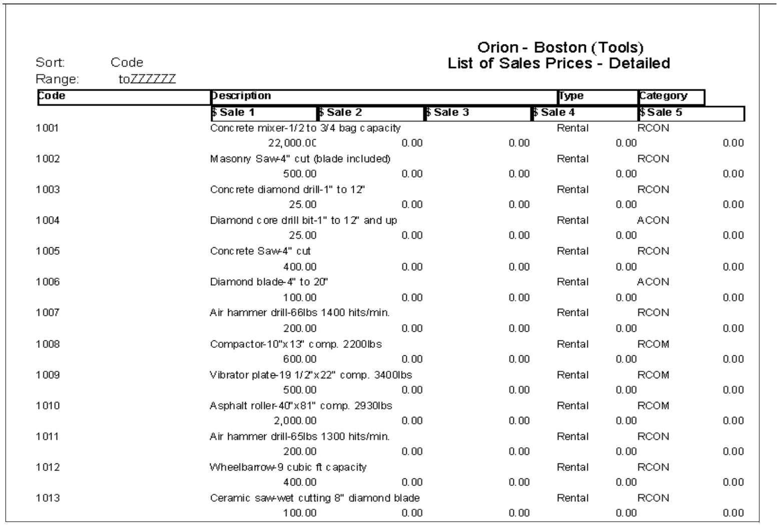
2 Click the down-arrow button and select a report from the list.


Item Lists
Requested data*
List of Sales Prices -Detailed
List of Sales Prices -Summary
List of Rental Prices -Detailed
List of Rental Prices -Summary
Inventory Value - Last Cost
Inventory Value - Average Cost
List of Kits
List of Accessories
List of Serial Numbers - Detailed
List of Serial Numbers - Summary
List of Serial Numbers - Semi Detailed
List of Items - Detailed
Inventory Value - Serial Numbers - Summary
List of Comments
List of Equipment Maintenance - Items
List of Equipment Maintenance - Categories
Inventory with Location
Serialized Inventory with Location
Current Repairs Report

3 Complete the required fields for the report you selected. See *“Understanding Report Criteria” on page 269* for a description of the fields.

4 Click **OK**.

The report you selected is displayed as shown in the example below. See *“Printing Forms and Reports in Sirius” on page 33*.



Orion - Boston (Tools)
List of Sales Prices - Detailed

Sort: Code
Range: toZZZZZZ

Code	Description			Type	Category
	$ Sale 1	$ Sale 2	$ Sale 3	$ Sale 4	$ Sale 5
1001	Concrete mixer-1/2 to 3/4 bag capacity			Rental	RCON
	22,000.00	0.00	0.00	0.00	0.00
1002	Masonry Saw-4" cut (blade included)			Rental	RCON
	500.00	0.00	0.00	0.00	0.00
1003	Concrete diamond drill-1" to 12"			Rental	RCON
	25.00	0.00	0.00	0.00	0.00
1004	Diamond core drill bit-1" to 12" and up			Rental	ACON
	25.00	0.00	0.00	0.00	0.00
1005	Concrete Saw-4" cut			Rental	RCON
	400.00	0.00	0.00	0.00	0.00
1006	Diamond blade-4" to 20"			Rental	ACON
	100.00	0.00	0.00	0.00	0.00
1007	Air hammer drill-66lbs 1400 hits/min.			Rental	RCON
	200.00	0.00	0.00	0.00	0.00
1008	Compactor-10"x13" comp. 2200lbs			Rental	RCOM
	600.00	0.00	0.00	0.00	0.00
1009	Vibrator plate-19 1/2"x22" comp. 3400lbs			Rental	RCOM
	500.00	0.00	0.00	0.00	0.00
1010	Asphalt roller-40"x81" comp. 2930lbs			Rental	RCOM
	2,000.00	0.00	0.00	0.00	0.00
1011	Air hammer drill-65lbs 1300 hits/min.			Rental	RCON
	200.00	0.00	0.00	0.00	0.00
1012	Wheelbarrow-9 cubic ft capacity			Rental	RCON
	400.00	0.00	0.00	0.00	0.00
1013	Ceramic saw-wet cutting 8" diamond blade			Rental	RCON
	100.00	0.00	0.00	0.00	0.00

Generating Reports: Supplier Reports

Generating a Supplier Report

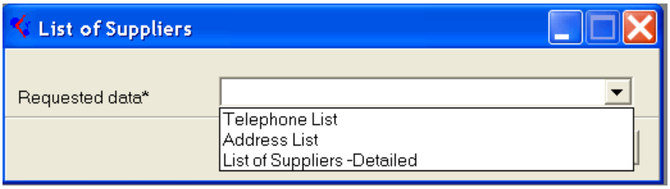
This set of reports allows you to run and view a list of your suppliers in three different formats—telephone, address and supplier details.

■ To Generate A Supplier Report:

1 Choose **Supplier** from the **Reports** menu.

The LIST OF SUPPLIERS window will appear.

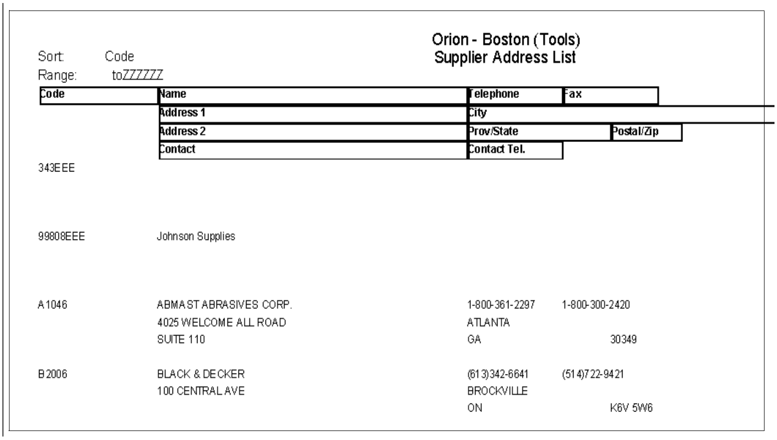
2 Click the down-arrow button and select a report from the list:



3 Complete the required fields for the report you selected. See *“Understanding Report Criteria” on page 269* for a description of the fields.

4 Click **OK**.

The report you selected is displayed as shown in the example below. See *“Printing Forms and Reports in Sirius” on page 33*.



```
                                             Orion - Boston (Tools)
Sort:      Code                              Supplier Address List
Range:      toZZZZZZ
Code          Name                              Telephone     Fax
              Address 1                         City
              Address 2                         Prov/State           Postal/Zip
              Contact                           Contact Tel.
343EEE

99808EEE      Johnson Supplies

A1046         ABMAST ABRASIVES CORP.            1-800-361-2297  1-800-300-2420
              4025 WELCOME ALL ROAD             ATLANTA
              SUITE 110                         GA                   30349

B2006         BLACK & DECKER                    (613)342-6641   (514)722-9421
              100 CENTRAL AVE                   BROCKVILLE
                                                ON                   K6V 5W6
```

Generating Reports: Inventory Adjustment Reports

Generating an Inventory Adjustment Report

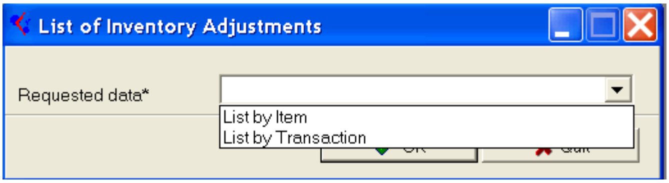
This set of reports allows you to run and view a list of inventory adjustments performed to date.

■ To Generate an Inventory Adjustment Report:

1 Choose **Inventory Adjustments** from the **Reports** menu.

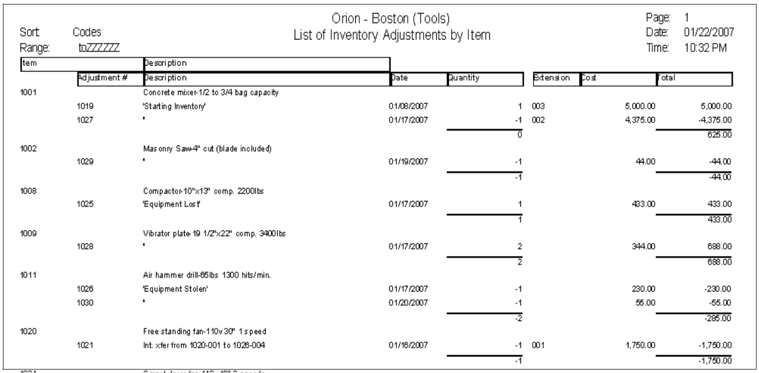
The LIST OF INVENTORY ADJUSTMENTS window will appear.

2 Click the down-arrow button and select a report from the list:



3 Complete the required fields for the report you selected. See *“Understanding Report Criteria” on page 269* for a description of the fields.

4 Click **OK**. The report you selected is displayed as shown in the example below. See *“Printing Forms and Reports in Sirius” on page 33*.



Orion - Boston (Tools)
List of Inventory Adjustments by Item

Sort Codes
Range: toZZZZZZ

Page: 1
Date: 01/22/2007
Time: 10:32 PM

Item	Adjustment #	Description	Date	Quantity	Extension	Cost	Total
1001		Concrete mixer-1/2 to 3/4 bag capacity					
	1019	'Starting Inventory'	01/08/2007	1	003	5,000.00	5,000.00
	1027	'	01/17/2007	-1	002	4,375.00	-4,375.00
				0			625.00
1002		Masonry Saw-4" cut (blade included)					
	1029	'	01/19/2007	-1		44.00	-44.00
				-1			-44.00
1008		Compactor-10"x13" comp. 2200lbs					
	1025	'Equipment Lost'	01/17/2007	1		433.00	433.00
				1			433.00
1009		Vibrator plate-19 1/2"x22" comp. 3400lbs					
	1028	'	01/17/2007	2		344.00	688.00
				2			688.00
1011		Air hammer drill-65lbs 1300 hits/min.					
	1026	'Equipment Stolen'	01/17/2007	-1		230.00	-230.00
	1030	'	01/20/2007	-1		55.00	-55.00
				-2			-285.00
1020		Free standing fan-110v30" 1speed					
	1021	Int. xfer from 1020-001 to 1026-004	01/16/2007	-1	001	1,750.00	-1,750.00
				-1			-1,750.00

Generating Reports: Order Reception Reports

Generating an Order Reception Report

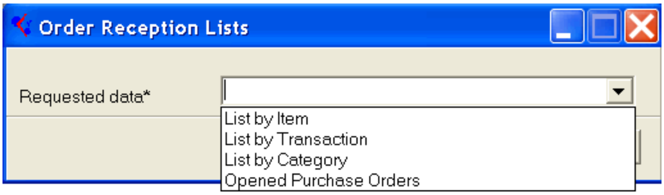
This set of reports allows you to run and view a list of order receptions by item or by transaction.

■ To Generate an Order Reception Report:

1 Choose **Order Reception** from the **Reports** menu.

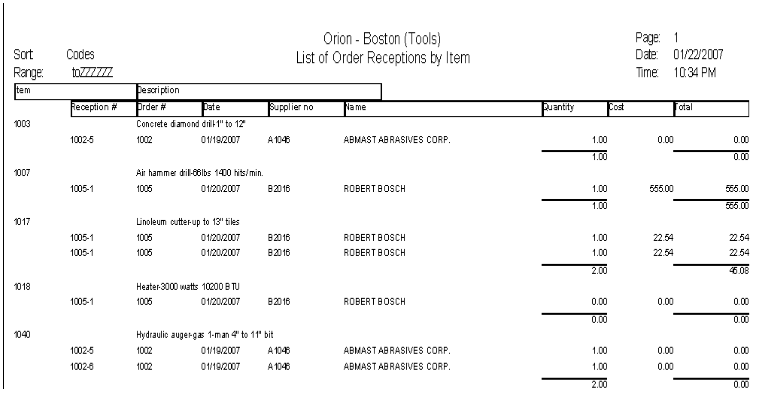
The ORDER RECEPTION LISTS window will appear.

2 Click the down-arrow button and select a report from the list:



3 Complete the required fields for the report you selected. See *“Understanding Report Criteria” on page 269* for a description of the fields.

4 Click **OK**. The report you selected is displayed as shown in the example below. See ***“Printing Forms and Reports in Sirius” on page 33*.**



Orion - Boston (Tools)
List of Order Receptions by Item

Sort Codes
Range: toZZZZZZ

Page: 1
Date: 01/22/2007
Time: 10:34 PM

Item	Reception #	Order #	Date	Supplier no	Name	Quantity	Cost	Total
		Description						
1003		Concrete diamond drill-1" to 12"						
	1002-5	1002	01/19/2007	A1046	ABMAST ABRASIVES CORP.	1.00	0.00	0.00
						1.00		0.00
1007		Air hammer drill-66lbs 1400 hits/min.						
	1005-1	1005	01/20/2007	B2016	ROBERT BOSCH	1.00	555.00	555.00
						1.00		555.00
1017		Linoleum cutter-up to 13" tiles						
	1005-1	1005	01/20/2007	B2016	ROBERT BOSCH	1.00	22.54	22.54
	1005-1	1005	01/20/2007	B2016	ROBERT BOSCH	1.00	22.54	22.54
						2.00		45.08
1018		Heater-3000 watts 10200 BTU						
	1005-1	1005	01/20/2007	B2016	ROBERT BOSCH	0.00	0.00	0.00
						0.00		0.00
1040		Hydraulic auger-gas 1-man 4" to 11" bit						
	1002-5	1002	01/19/2007	A1046	ABMAST ABRASIVES CORP.	1.00	0.00	0.00
	1002-6	1002	01/19/2007	A1046	ABMAST ABRASIVES CORP.	1.00	0.00	0.00
						2.00		0.00

Generating Reports: Financial History Reports

Generating a Closing Report

This report allows you to consult previous closings by transaction or by G/L number. For a detailed description of this report, see *"Closing the Accounting Period" on page 68*.

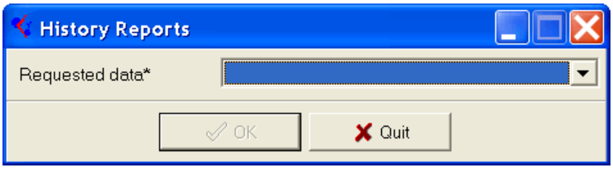
Generating a Financial History Report

This set of reports allows you to run and view a Deposit, Manual Invoice and Payment history for specific dates and customers.

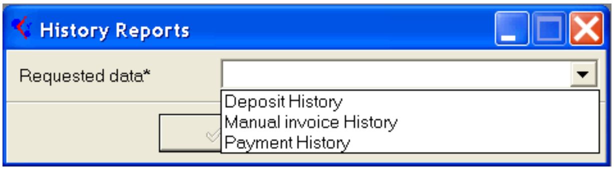
■ To Generate a Financial History Report:

1 Choose **Financial History Reports > History Reports** from the **Reports** menu.

The HISTORY REPORTS window will appear.


History Reports
Requested data*
OK
Quit

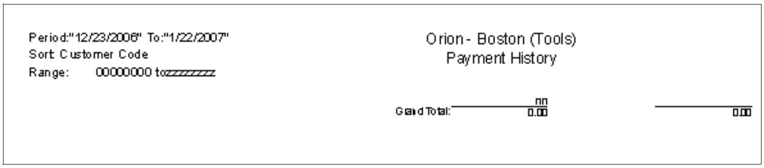
2 Click the down-arrow button and select a report from the list:


History Reports
Requested data*
Deposit History
Manual invoice History
Payment History

3 Complete the required fields for the report you selected. See *"Understanding Report Criteria" on page 269* for a description of the fields.

4 Click **OK**.

The report you selected is displayed as shown in the example below. See *“Printing Forms and Reports in Sirius” on page 33*.



Period:"12/23/2006" To:"1/22/2007"
Sort Customer Code
Range: 00000000 tozzzzzzzz

Orion - Boston (Tools)
Payment History

Grand Total: 0.00 0.00

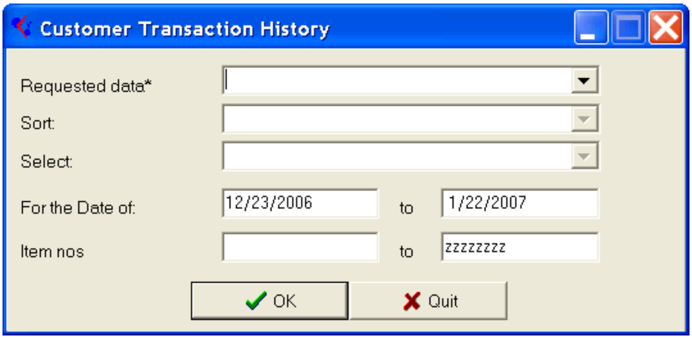
Serialized Item Profitability Report

The Serialize Item Profitability Report allows you to view the revenue generated for each of your rental items. This is useful in that it allows you to determine whether or not you should sell off items that are not generating much revenue.

■ To Generate a Serialized Item Profitability Report:

1 Choose **Customer Transaction History** from the **Reports** menu.

The CUSTOMER TRANSACTION HISTORY window will appear.



Customer Transaction History

Requested data*:
Sort:
Select:
For the Date of: 12/23/2006 to 1/22/2007
Item nos to zzzzzzzz

2 Click the down-arrow button and select Serialized Item Profitability from the list:

3 Complete the required fields for the report you selected. See *“Understanding Report Criteria” on page 269* for a description of the fields.

Chapter 14
Sharing Data

This chapter shows you how to import/export data between Branches in your organization and into Microsoft Word™ and Microsoft Excel™.

Here's what you'll find in this chapter:

- Exporting Data from Sirius
- Importing Data from Sirius
- Exporting Sirius Data to Microsoft Office Applications

Exporting Data from Sirius

Exporting Customer, Item or Supplier Information from Sirius

You can use the Export feature in Sirius to copy your Customer, item or Supplier information from one Branch in your organization to another.

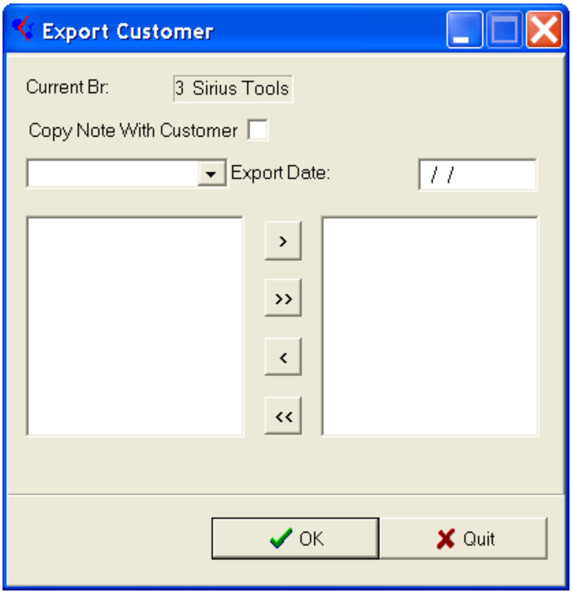
You can export customers using either of the following methods:

- **Online** for Branches that are linked in real-time.
- **Offline** for Branches that are not linked. This will require the receiving branch to use the **Import** feature to complete the transfer.

■ To Export Customer, Item or Supplier Information from Sirius:

1 Choose **Export Customer, Item or Supplier** from the **Maintenance** menu.

An EXPORT window appears similar to the one shown below:



Current Br: 3 Sirius Tools

Copy Note With Customer ☐

Export Date: / /

2 If you want to copy the customer, item or supplier comments, click the **Copy Note with [Customer, Item, Supplier]** check box.

3 Click the down-arrow button to the left of the **Export Date** and select the source branch.

4 In the **Export Date** field, type the date you want to export your information.

The bottom section of the window displays the list of your organization’s branches that have been set up in Sirius.

If you change your mind, and decide not to export a Branch, use the ‹ button to transfer a Branch back to the left-side window.

5 On the left-side of the window, do the following:

- To select a single Branch whose information you want to export, click the › button. The Branch is transferred to the right-side of the window.
- To transfer all Branches shown in the left-side window, click the ›› button. The Branches are transferred to the right-side of the window.

6 Click **OK** to export the information.

- If you are "online" your data will be exported to all selected branches.
- If you’re working "off-line" the data is sent to the export file specified when you configured Sirius. The default location is C:\PROGRAMFILES\SIRIUS\EXPORT.
  To complete the export, the Branch receiving the information will have to use the **Import** function to copy the information from the export file. See *“Importing Branch Customer, Items, Supplier and Purchase Order to Sirius” on page 294*.

Exporting Purchase Order Information from Sirius

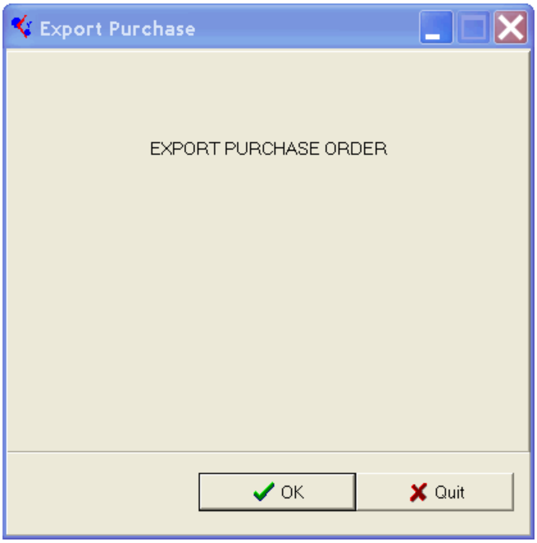
You can use the Export feature in Sirius to copy Purchase Orders from one Branch in your organization to another.

■ To Export Purchase Orders:

1 Choose **Export Purchase** from the **Maintenance** menu.

The EXPORT PURCHASE window appears.

Purchase Orders can only be exported "off-line"



2 Click **OK**.

A message will appear, stating "Purchase Export completed!"

3 Click **OK**.

The data is sent to the export file specified when you configured Sirius. The default location is C:\PROGRAMFILES\SIRIUS\EXPORT.

To complete the export, the Branch receiving the information will have to use the **Import** function to copy the information from the export file. See *“Importing Branch Customer, Items, Supplier and Purchase Order to Sirius” on page 294*.

Importing Data to Sirius

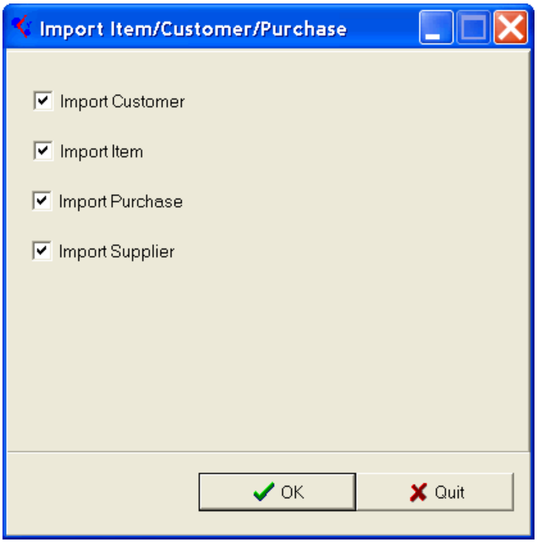
Importing Branch Customer, Items, Supplier and Purchase Order to Sirius

You can use the Import feature to import information that was previously exported to a temporary file by another Branch. See

■ To Import Customer, Item, Supplier or Purchase Information

1 Choose **Import Customer, Item or Supplier** from the **Maintenance** menu.

The IMPORT ITEM, CUSTOMER, PURCHASE window appears.


Import Item/Customer/Purchase
☑ Import Customer
☑ Import Item
☑ Import Purchase
☑ Import Supplier
OK
Quit

2 To begin the import, copy the files contained in the export file (C:\PROGRAMFILES\SIRIUS\EXPORT) to the import file (C:\PROGRAMFILES\SIRIUS\IMPORT).

3 On the IMPORT ITEM, CUSTOMER, PURCHASE ORDER window, click the check box beside each data type you want to import—**Import Customer, Import Item, Import Purchase** and **Import Supplier**.

The data is sent to the destination branch’s import file.

4 Repeat the above steps for each destination Branch.

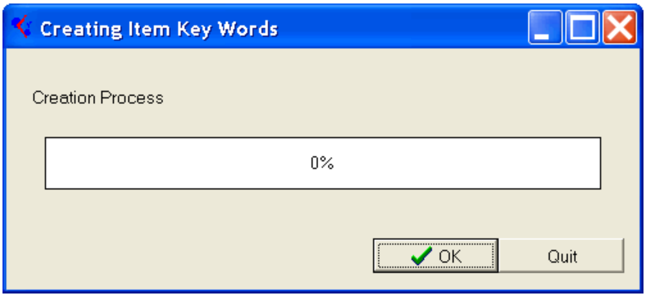
Creating Item Key Words

You can use the Key Words function to create item key words that were not imported with the Items.

■ To Create Item Key Words:

1 Choose **Key Words Creation Function** from the **Maintenance** menu.

The CREATING ITEM KEY WORDS window appears.



2 Click **OK** to generate key words.

Once completed, a message will appear stating "Operation Completed".

3 Click **OK**.

Exporting Sirius Data to Microsoft Office Applications

Setting Up an OBDC Link to Sirius

You can set up an ODBC link to the Sirius database for both standalone and network systems.

■ **To Set Up an OBDC Link to Sirius:**

1 From your Desktop, choose **Start** > **My Computer.**

2 Click **Control Panel**.

3 Double-click on **ODBC (32 bits) data source**.

4 Click the **User data source** tab

5 Click **Add...**

6 Choose **Microsoft Paradox Driver** in the list

7 Click **Finish**.

The Paradox ODBC Installation window appears.

8 Enter a name in the **Data source** name field (ex.: Sirius)

9 Choose the "Paradox 5.X" version.

10 Remove the check mark in the **Using current directory** box.

11 Click **Choose directory**.

12 Choose the folder holding your files. It should be C:\PROGRAM FILES\SIRIUS\DATAS.

13 Click on **OK**.

The PARADOX ODBC INSTALLATION window reappears.

14 Click **OK**.

Using Sirius Data to do a Mass Mailing in Microsoft Word

You can import Sirius data into Microsoft Word to do a mass mailing.

■ To Use Sirius Data to do a Mass Mailing in Microsoft Word:

1. From the **Tools** menu in Microsoft Word, choose **Mass** mailing.
2. Select the type of document that you want to produce (Letter, labels or envelopes).
3. On the **Toolbar**, click **Open Data Source** to choose the data source to use for your mass mailing.
4. Select the Data folder located on your server in the Sirius folder.
5. Under **File** type, select "Paradox Files".
6. Select the "DClient.db" file from the list and then click **Open**.
7. In the **CONFIRM DATA SOURCE** window, select "Sirius via ODBC ".
8. Activate the link.

The instructions for Mass Mailing may vary depending on the version of Microsoft Excel you are using. Check the documentation that came with your Microsoft Excel applications.

Using Sirius Data in Microsoft Excel

You can import Sirius data into a Microsoft Excel spreadsheet.

■ To Use Sirius Data in Microsoft Excel:

1 Choose **External Data** from the **Data** menu in Microsoft Excel..

2 Choose **Create Query**.

The CHOOSE A DATA SOURCE window appears.

3 Select "Sirius" (or any other name you gave your database under Paradox ODBC Installation).

4 Click **OK**.

5 Select the files or the fields that you need for your report and click on " > " to move them over to the box to the right.

6 Click **Next.**

7 If you do not want all the data from a file to be included in your report, you can enter selection conditions.

8 In the left box you select the field on which you want to discriminate and then select the condition that you want to apply to that field in the right part of the window.

If for example, you only want the customers from category A to appear in Excel, you pick the category field in the left box (CCliCat), then you select " Is equal to " in the drop box to the right and you pick " A " in the list of category that appears beside the " Is equal to " box.

9 Click **Next**.

10 Select the fields you want to use for sorting the data.

11 Click on **Next.**

12 Click **Send the data to Microsoft Excel**.

13 Click on **Finish**.

Chapter 15

Sirius Peripheral Devices

This chapter shows you how to configure the ID scanner, electronic signature pad and PC charge from Sirius.

Here's what you'll find in this chapter:

- Configurating the ScanShell Properties
- ID Scan Configuration from Sirius
- ID Scan Configuration on Remote Desktop Connection
- ID Scan Configuration on Remote Desktop from Sirius
- Scanning ID Card into Customer Mangement Screen
- Viewing the Scanned ID in a Transaction
- Signature Pad Configuration on Remote Desktop Connection
- Signature Pad Configuration on Remote Desktop from Sirius
- Positioning the Electronic Signature on a Report
- Creating the Electronic Signature on a Rental Contract
- PC Charge Configuation from Sirius
- Apply transactions with PCCharge from Sirius
- Credit Card Report
- PCCharge Warning Messages from Sirius

Configurating the Scan Shell Properties

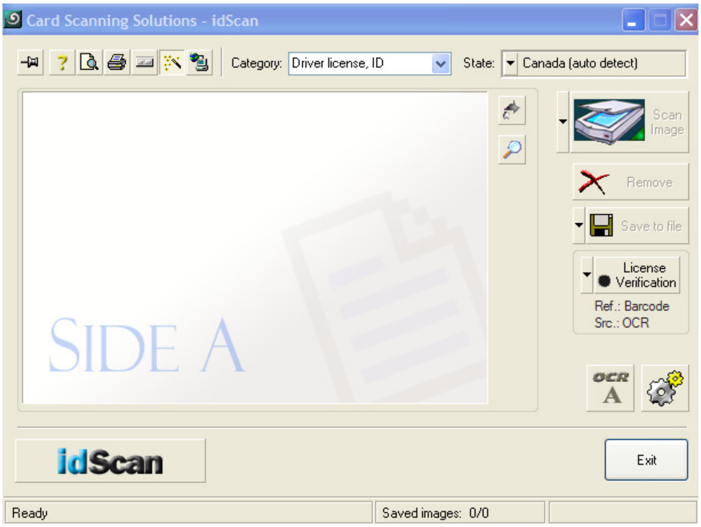
This system is based on a scanner that takes a picture of the driver’s license, extracts the face for a larger view and completes the customer database with the name, address, city and zip/postal code of the client.

Before configurating the ID scan, please ensure the CD provided to you with the hardware is installed in advance. Follow Windows found new hardware wizard if necessary.

Before using the ID scan, you must configure the ScanShell’s properties.

■ To Configure ID Scan Properties:

1. Create a "c:\temp" folder.
2. Use only IDScan v. 9.4.2 or higher (see www.scanshell.com).
3. Click on the 6th button on the toolbar (Document insertion auto-detect).
4. Click on Configuration (The gear button above the exit button).



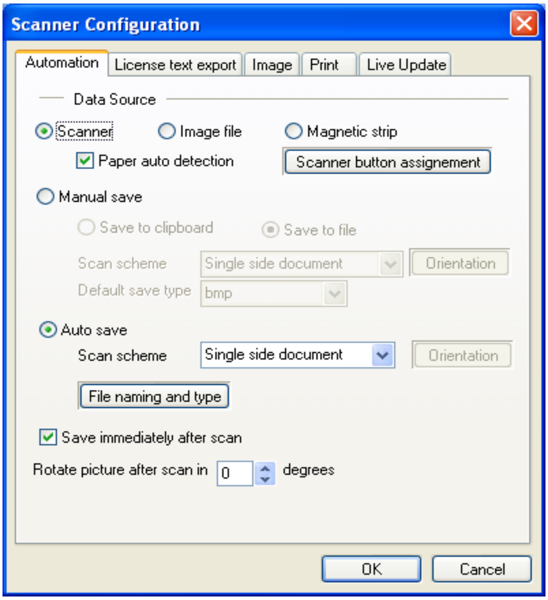
Category: Driver license, ID

State: Canada (auto detect)

Card Scanning Solutions - idScan
Scan Image
Remove
Save to file
License Verification
Ref.: Barcode
Src.: OCR
SIDE A
OCR A
idScan
Exit
Ready
Saved images: 0/0

5. In the **Automation** Tab, select option button **Auto Save**.

6 Click on **File naming and type** button.



Scanner Configuration

Automation | License text export | Image | Print | Live Update

Data Source

● Scanner ○ Image file ○ Magnetic strip

☑ Paper auto detection

○ Manual save

○ Save to clipboard ● Save to file

Scan scheme: Single side document

Default save type: bmp

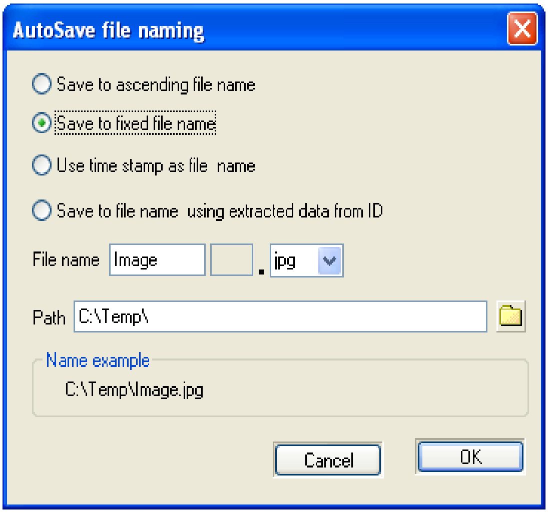
● Auto save

Scan scheme: Single side document

☑ Save immediately after scan

Rotate picture after scan in 0 degrees

Scanner button assignement
Orientation
Orientation
File naming and type
OK
Cancel



AutoSave file naming

○ Save to ascending file name

● Save to fixed file name

○ Use time stamp as file name

○ Save to file name using extracted data from ID

File name: Image . jpg

Path: C:\Temp\

Name example

C:\Temp\Image.jpg

7 Select option button **Save to fixed file name**.

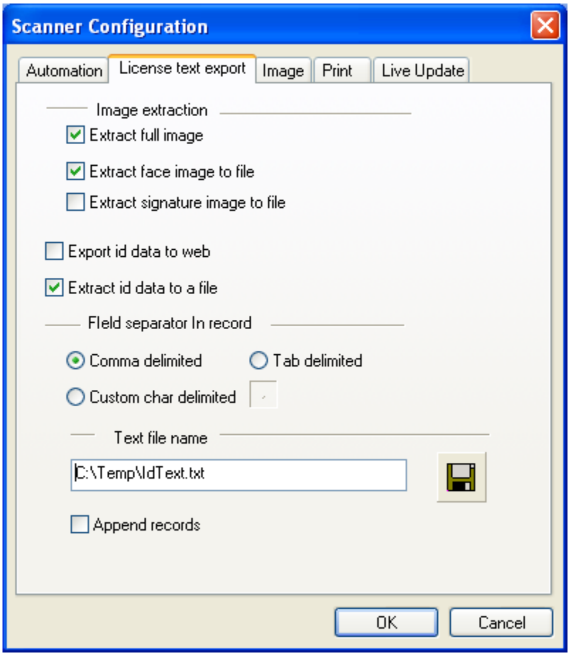
8 Choose **jpg** from the drop down list.

9 Enter c:\temp\ in field **Path**.

10 In the **License text export** tab, check **Extract full image** and **Extract face image** to file checkboxes.

11 Enter c:\temp\IdText.txt in the **Text file name** edit box.

12 Uncheck **Append records** checkbox.


Scanner Configuration
Automation
License text export
Image
Print
Live Update
Image extraction
Field separator In record
Text file name
OK
Cancel

☑ Extract full image

☑ Extract face image to file

☐ Extract signature image to file

☐ Export id data to web

☑ Extract id data to a file

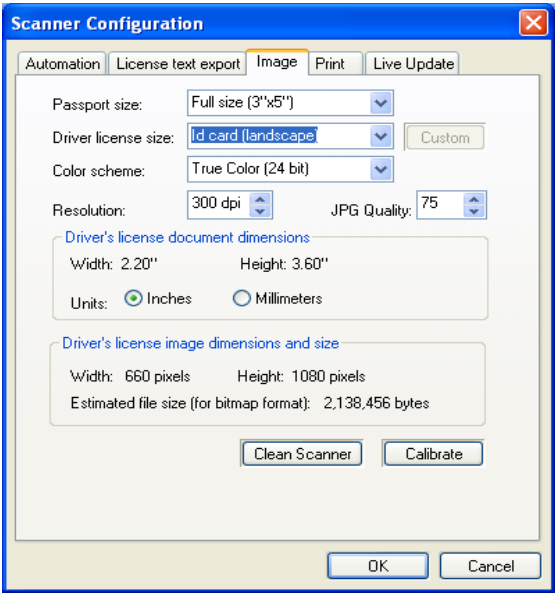
● Comma delimited ○ Tab delimited

○ Custom char delimited

Text file name: C:\Temp\IdText.txt

☐ Append records

13 In the **Image** and **Print** tab, leave as default.


Scanner Configuration
Automation
License text export
Image
Print
Live Update
Custom
Clean Scanner
Calibrate
OK
Cancel

Passport size: Full size (3"x5")

Driver license size: Id card (landscape)

Color scheme: True Color (24 bit)

Resolution: 300 dpi JPG Quality: 75

Driver's license document dimensions

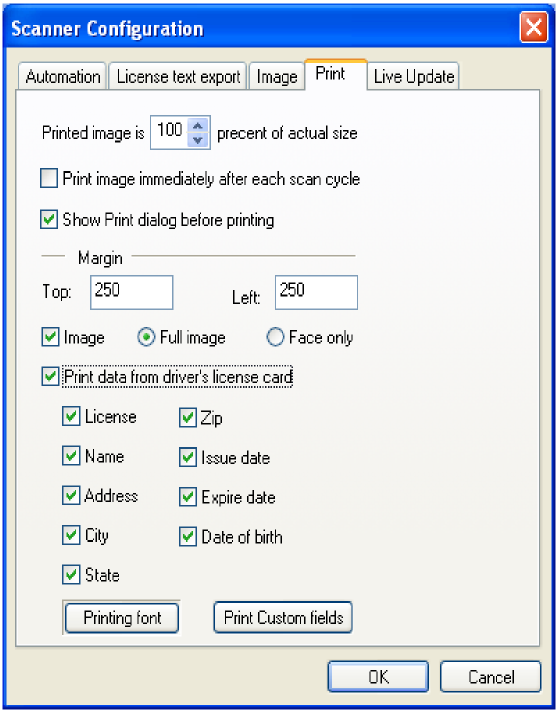
Width: 2.20" Height: 3.60"

Units: ● Inches ○ Millimeters

Driver's license image dimensions and size

Width: 660 pixels Height: 1080 pixels

Estimated file size (for bitmap format): 2,138,456 bytes


Scanner Configuration
Automation
License text export
Image
Print
Live Update
Printing font
Print Custom fields
OK
Cancel

Printed image is 100 precent of actual size

☐ Print image immediately after each scan cycle

☑ Show Print dialog before printing

Margin

Top: 250 Left: 250

☑ Image ● Full image ○ Face only

☑ Print data from driver's license card

☑ License ☑ Zip

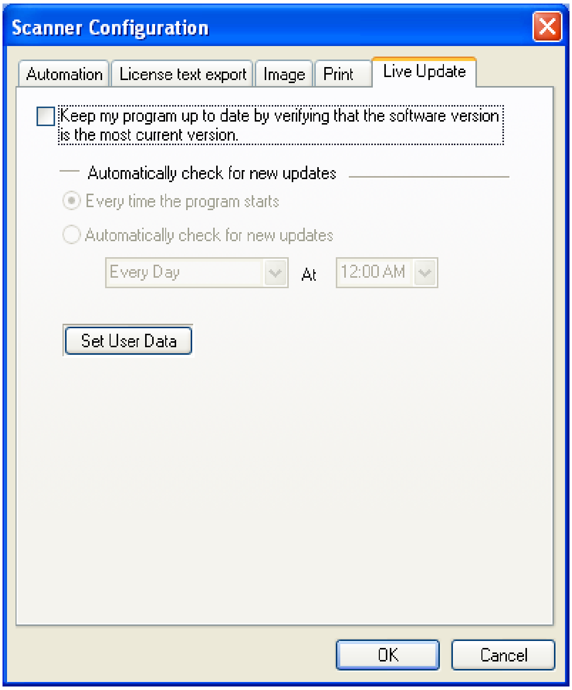
☑ Name ☑ Issue date

☑ Address ☑ Expire date

☑ City ☑ Date of birth

☑ State

14 In the Live Update tab, do not perform any updates.



Scanner Configuration
Automation
License text export
Image
Print
Live Update

☐ Keep my program up to date by verifying that the software version is the most current version.

Automatically check for new updates

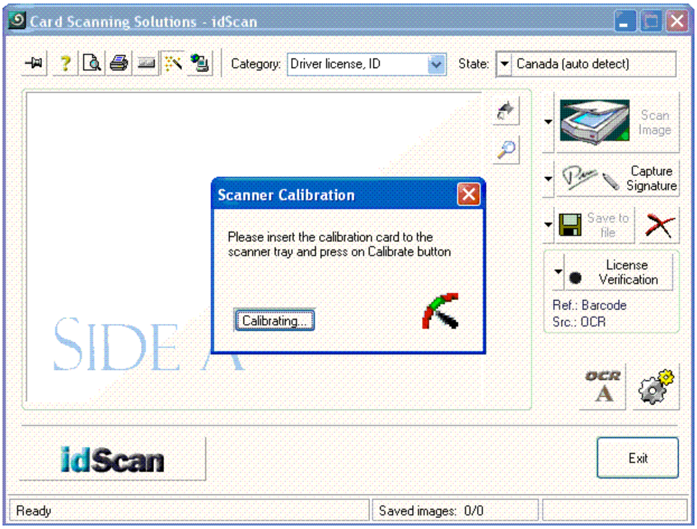
● Every time the program starts

○ Automatically check for new updates

Every Day At 12:00 AM

Set User Data
OK
Cancel

15 Double-click the IDScanOCR icon and insert the calibration card before using the ID scan.



Card Scanning Solutions - idScan

Category: Driver license, ID State: Canada (auto detect)

Scan Image
Capture Signature
Save to file
License Verification
SIDE A
Scanner Calibration

Please insert the calibration card to the scanner tray and press on Calibrate button

Calibrating...
OCR A
idScan
Exit

Ref.: Barcode
Src.: OCR

Ready Saved images: 0/0

ID Scan Configuation from Sirius

The following step needs to be configured in Sirius to identify the executable path of the ScanShell application.

■ To Configure ID Scan Properties:

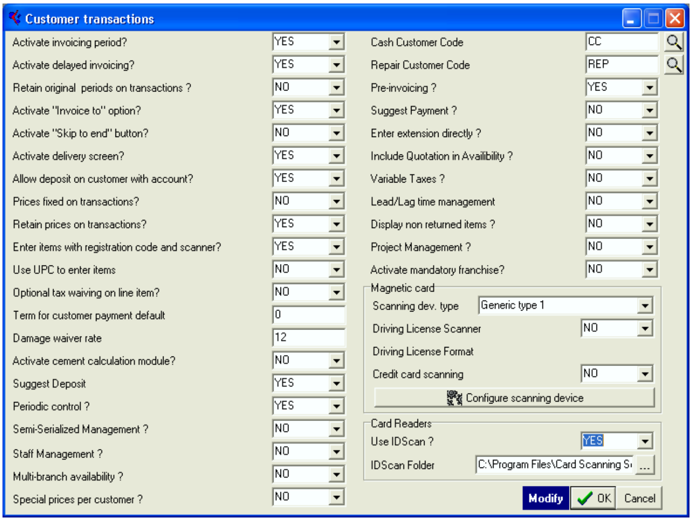
1 Choose **Configuration** from the **Branches** menu

2 Choose **Customer Transactions.**.

3 Click on **Modify**.

4 Activate **User ID Scan** to YES.

5 Enter **IDScan** Folder executable path.



Activate invoicing period?	YES
Activate delayed invoicing?	YES
Retain original periods on transactions ?	NO
Activate "Invoice to" option?	YES
Activate "Skip to end" button?	NO
Activate delivery screen?	YES
Allow deposit on customer with account?	YES
Prices fixed on transactions?	NO
Retain prices on transactions?	YES
Enter items with registration code and scanner?	YES
Use UPC to enter items	NO
Optional tax waiving on line item?	NO
Term for customer payment default	0
Damage waiver rate	12
Activate cement calculation module?	NO
Suggest Deposit	YES
Periodic control ?	YES
Semi-Serialized Management ?	NO
Staff Management ?	NO
Multi-branch availability ?	NO
Special prices per customer ?	NO
Cash Customer Code	CC
Repair Customer Code	REP
Pre-invoicing ?	YES
Suggest Payment ?	NO
Enter extension directly ?	NO
Include Quotation in Availibility ?	NO
Variable Taxes ?	NO
Lead/Lag time management	NO
Display non returned items ?	NO
Project Management ?	NO
Activate mandatory franchise?	NO

Magnetic card

Scanning dev. type	Generic type 1
Driving License Scanner	NO
Driving License Format	
Credit card scanning	NO

Card Readers

Use IDScan ?	YES
IDScan Folder	C:\Program Files\Card Scanning S

6 Click **OK**.

7 Click **Quit**.

ID Scan Configuration on Remote Desktop Connection

The following step allows you to access the ID Scan remotely.

■ To Use ID Scan on Remote Desktop:

1 Click the **Start** buton from the client’s workstation.

2 Click on **Programs**.

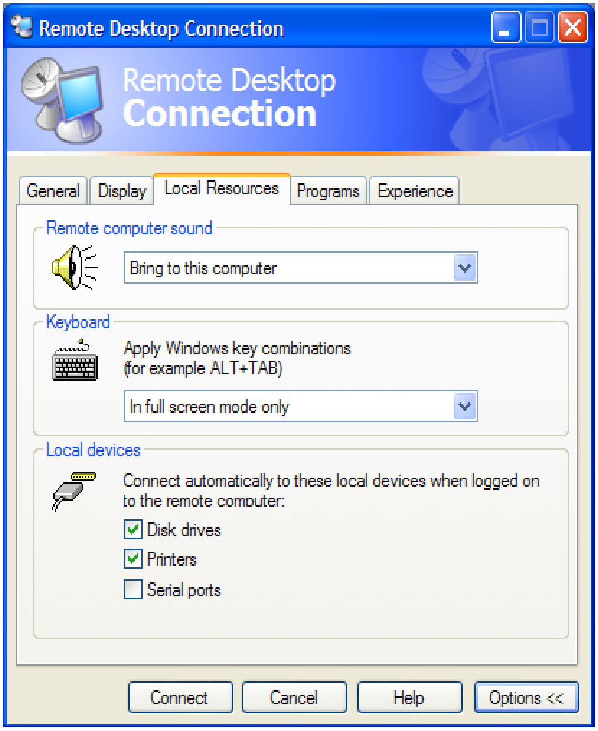
3 Click on **Accessories**.

4 Click on **Communications**.

5 Click on **Remote Desktop** Connection.

6 Click on the **Options** button.

7 In the **Local Resources** tab, check **Disk drives**.


Remote Desktop Connection
Remote Desktop
Connection
General
Display
Local Resources
Programs
Experience
Connect
Cancel
Help
Options <<

Remote computer sound

Bring to this computer

Keyboard

Apply Windows key combinations
(for example ALT+TAB)

In full screen mode only

Local devices

Connect automatically to these local devices when logged on to the remote computer:

☑ Disk drives

☑ Printers

☐ Serial ports

ID Scan Configuration on Remote Desktop from Sirius

To run the ID Scan properly on terminal services, the Sirius Client Interface executable must be running on each local computer.

It is important to place Sirius Client Interface on the same directory for every client PC. Contact our support team to obtain Sirius Client Interface executable file.

- **To Configure ID Scan from Sirius:**

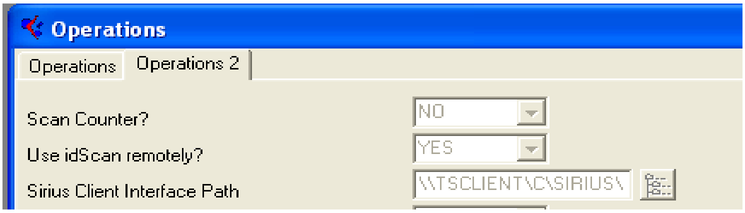
1 Choose **Branches** from the **Configuration** menu.

2 Choose **Operations**.

3 In the **Operations 2** tab, enter the executable file on Sirius Client Interface Path. For example: \\TSCLIENT\C\SIRIUS\...CLIENTINTERFACE.EXE

SiriusClientInterface.exe
Sirius Client Interface
Orion Software

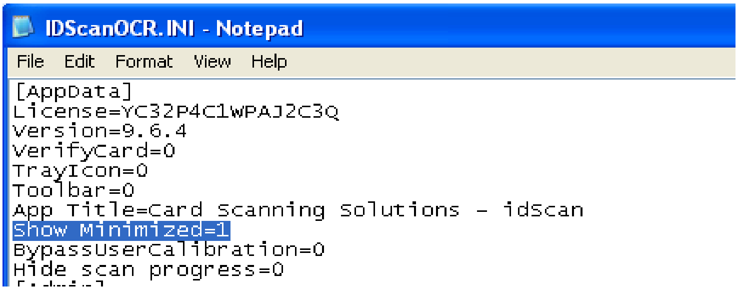
4 Activate Use **ID Scan Remotely** option to **YES**.



Scan Counter? NO
Use idScan remotely? YES
Sirius Client Interface Path \\TSCLIENT\C\SIRIUS\

5 Go to c:\Program Files\Card Scanning Solutions\ScanShell.

6 Double-click **IDScanOCR.INI**.Set **Show Minimized = 1**.



```
[AppData]
License=YC32P4C1WPAJ2C3Q
Version=9.6.4
VerifyCard=0
TrayIcon=0
Toolbar=0
App Title=Card Scanning Solutions - idScan
Show Minimized=1
BypassUserCalibration=0
Hide scan progress=0
```

Scanning ID Card into Customer Management Screen

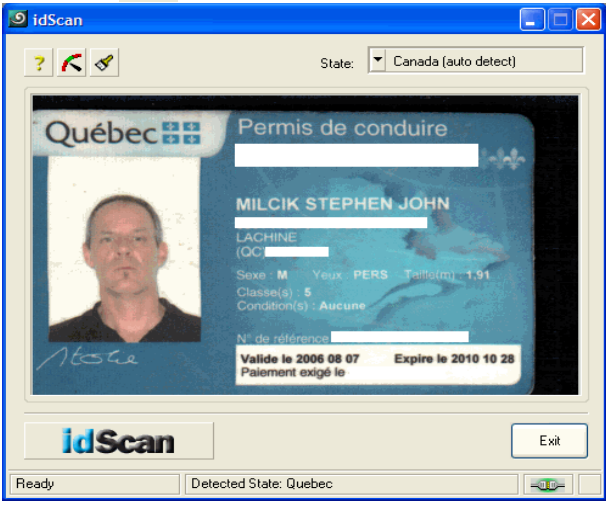
The following allows you to add customer information into the customer management screen.

If the driver's license number already exist, a message will be prompted to ask if you would like to update client's information.

■ To Scan ID Card into Customer Management:

1 Choose **Customers** from the **Data** menu.

2 Click the button to begin scanning.


idScan
Québec
Permis de conduire
[redacted]
MILCIK STEPHEN JOHN
[redacted]
LACHINE
(QC [redacted]
Sexe : M Yeux : PERS Taille(m) : 1,91
Classe(s) : 5
Condition(s) : Aucune
N° de référence [redacted]
Valide le 2006 08 07 Expire le 2010 10 28
Paiement exigé le
idScan
Exit

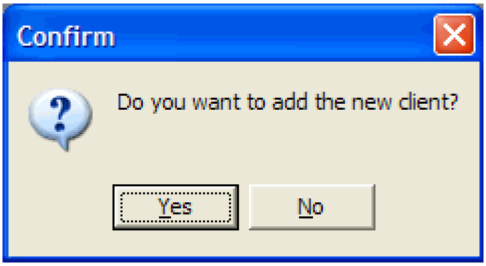
State: Canada (auto detect)

Ready

Detected State: Quebec

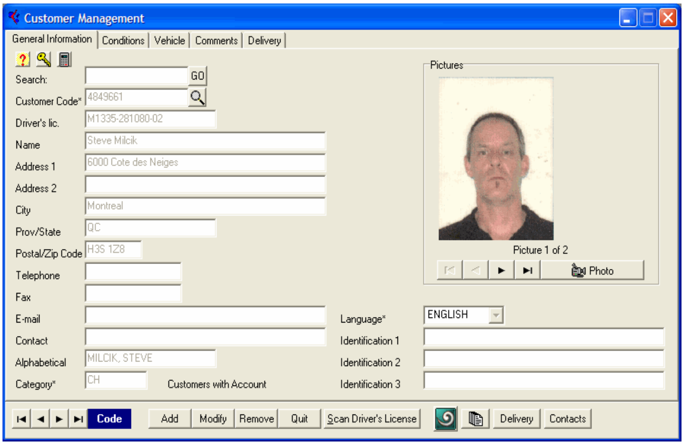
3 Click the **Exit** button.

4 Click **Yes** button to add the new client.


Confirm
Yes
No

Do you want to add the new client?

5 The customer managment screen will automatically complete the client’s information as shown below :

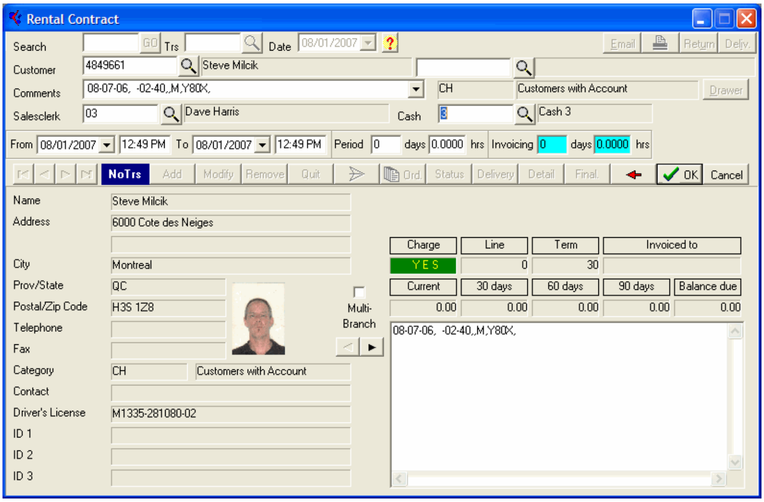


Customer Code*: 4849661
Driver's lic.: M1335-281080-02
Name: Steve Milcik
Address 1: 6000 Cote des Neiges
City: Montreal
Prov/State: QC
Postal/Zip Code: H3S 1Z8
Alphabetical: MILCIK, STEVE
Category*: CH Customers with Account
Language*: ENGLISH

Customer Management
General Information
Conditions
Vehicle
Comments
Delivery
Search:
GO
Address 2
Telephone
Fax
E-mail
Contact
Identification 1
Identification 2
Identification 3
Pictures
Picture 1 of 2
Photo
Code
Add
Modify
Remove
Quit
Scan Driver's License
Delivery
Contacts

Viewing the Scanned ID in a Transaction

You can view your customer’s photo at the transaction level as shown in the example below :


Rental Contract
GO
Email
Return
Deliv.
Drawer
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel

Search Trs Date 08/01/2007

Customer 4849661 Steve Milcik

Comments 08-07-06, -02-40,,M,Y80X, CH Customers with Account

Salesclerk 03 Dave Harris Cash 3 Cash 3

From 08/01/2007 12:49 PM To 08/01/2007 12:49 PM Period 0 days 0.0000 hrs Invoicing 0 days 0.0000 hrs

Name	Steve Milcik
Address	6000 Cote des Neiges
City	Montreal
Prov/State	QC
Postal/Zip Code	H3S 1Z8
Telephone	
Fax	
Category	CH Customers with Account
Contact	
Driver's License	M1335-281080-02
ID 1	
ID 2	
ID 3	

☐ Multi-Branch

Charge	Line	Term	Invoiced to
YES	0	30	

Current	30 days	60 days	90 days	Balance due
0.00	0.00	0.00	0.00	0.00

08-07-06, -02-40,,M,Y80X,

Signature Pad Configuration on Remote Desktop Connection

This feature allows you to capture customer's signature on an electronic pad. The signature is merged with the transaction and saved in PDF format. All signed documents are attached to the transaction and can be viewed or printed at any time.

Before configuring the signature pad, please ensure the CD provided to you with the hardware is installed in advance.

■ To Use Signature Pad on Desktop Server:

1 Click on the **Start** button from the client's workstation.

2 Click on **Programs**.

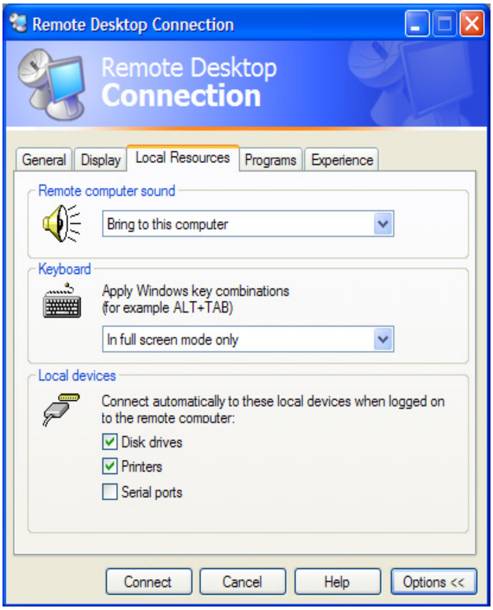
3 Click on **Accessories**

4 Click on **Communications**.

5 Click on **Remote Desktop Connection**.

6 Click on the **Options** button.

7 In the **Local Resources** tab, check **Disk drives**.


Remote Desktop Connection
Remote Desktop Connection
General
Display
Local Resources
Programs
Experience
Connect
Cancel
Help
Options <<

Remote computer sound: Bring to this computer

Keyboard: Apply Windows key combinations (for example ALT+TAB): In full screen mode only

Local devices: Connect automatically to these local devices when logged on to the remote computer:

☑ Disk drives
☑ Printers
☐ Serial ports

Signature Pad Configuration on Remote Desktop from Sirius

To run the signature pad properly on terminal services, the Sirius Client executable must be running on each local computer.

■ To Configure Signature Pad from Sirius:

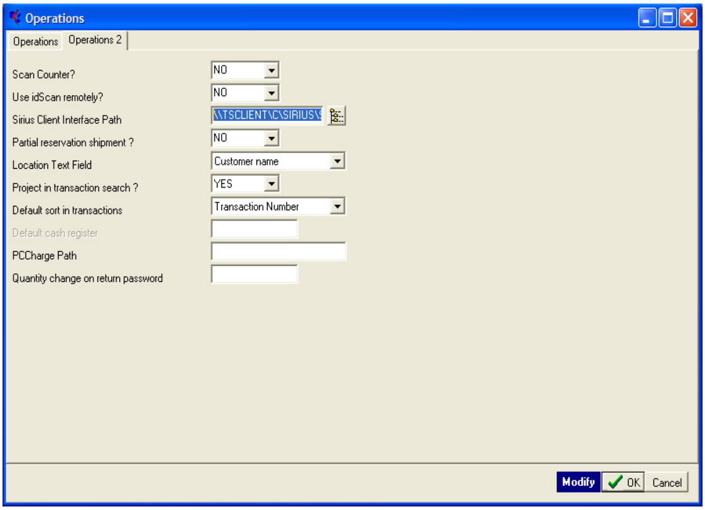
1 Choose **Configuration** from the **Branches** menu.

2 Choose **Operations**.

3 In the **Operations 2** tab, enter the executable file on Sirius Client Interface Path. For example: \\TSCLIENT\C\SIRIUS\...CLIENTINTERFACE.EXE

It is important to place Sirius Client Interface on the same directory for every client PC. Contact our support team to obtain Sirius Client Interface executable file.

SiriusClientInterface.exe
Sirius Client Interface
Orion Software



Scan Counter? NO
Use idScan remotely? NO
Sirius Client Interface Path \\TSCLIENT\C\SIRIUS\
Partial reservation shipment ? NO
Location Text Field Customer name
Project in transaction search ? YES
Default sort in transactions Transaction Number
Default cash register
PCCharge Path
Quantity change on return password

Positioning the Electronic Signature on a Report

You have the option to adjust the position to how you want to display the electronic signature on a transactional report.

This is the ONLY step required to configure signature pad if you are running on a client workstation.

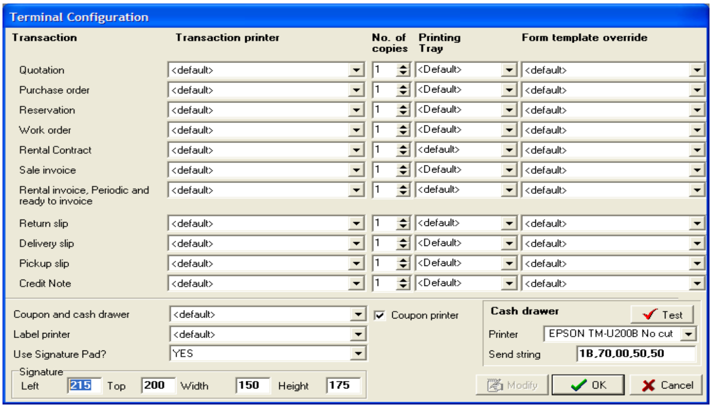
■ To Adjust Signature Position from Sirius:

1 Choose **Station** from the **Configuration** menu.

2 Choose **Terminal Configuration**.

3 Activate **Use Signature Pad** option to **YES**.

4 Adjust the position (left, top) and size (width, height) accordingly.



Transaction	Transaction printer	No. of copies	Printing Tray	Form template override
Quotation	<default>	1	<Default>	<default>
Purchase order	<default>	1	<Default>	<default>
Reservation	<default>	1	<Default>	<default>
Work order	<default>	1	<Default>	<default>
Rental Contract	<default>	1	<default>	<default>
Sale invoice	<default>	1	<Default>	<default>
Rental invoice, Periodic and ready to invoice	<default>	1	<default>	<default>
Return slip	<default>	1	<default>	<default>
Delivery slip	<default>	1	<Default>	<default>
Pickup slip	<default>	1	<Default>	<default>
Credit Note	<default>	1	<Default>	<default>

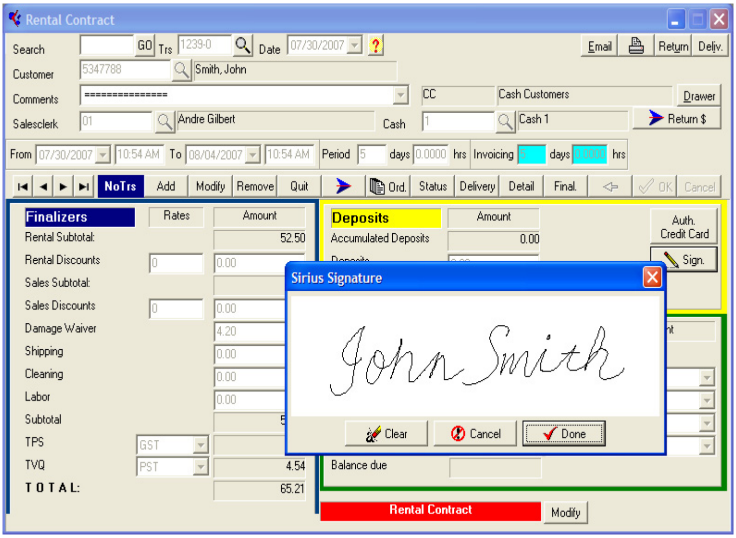
Coupon and cash drawer: <default>
Label printer: <default>
Use Signature Pad?: YES
☑ Coupon printer

Cash drawer
Printer: EPSON TM-U200B No cut
Send string: 1B,70,00,50,50

Signature
Left 215 Top 200 Width 150 Height 175

Creating the Electroinc Signature on a Rental Contract

1. Choose **Rental Contract** from the **Customer Operations** menu.
2. Follow the instructions shown for creating a Rental Contract. *See "Creating a Rental Contract" on page 114.*
3. Click the **Final** button on the toolbar located in the middle of the window.
4. Click the **OK** button and the electronic signature pad will pop-up.
5. Allow customer to sign his/her signature.
6. Click the **Done** button to confirm signature.


Rental Contract
GO
Email
Return
Deliv.
Drawer
Return $
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
Auth. Credit Card
Sign.
Sirius Signature
Clear
Cancel
Done
Rental Contract
Modify

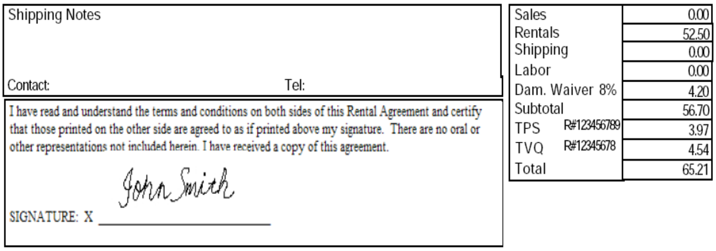
Search Trs 1239-0 Date 07/30/2007
Customer 5347788 Smith, John
Comments ===============
CC Cash Customers
Salesclerk 01 Andre Gilbert
Cash 1 Cash 1
From 07/30/2007 10:54 AM To 08/04/2007 10:54 AM Period 5 days 0.0000 hrs Invoicing days hrs

Finalizers	Rates	Amount
Rental Subtotal:		52.50
Rental Discounts	0	0.00
Sales Subtotal:		
Sales Discounts	0	0.00
Damage Waiver		4.20
Shipping		0.00
Cleaning		0.00
Labor		0.00
Subtotal		5
TPS	GST	
TVQ	PST	4.54
TOTAL:		65.21

Deposits	Amount
Accumulated Deposits	0.00
Balance due	

John Smith

7 The rental contract with the signed signature is generated into a PDF file as shown in the example below:



Shipping Notes

Contact: Tel:

I have read and understand the terms and conditions on both sides of this Rental Agreement and certify that those printed on the other side are agreed to as if printed above my signature. There are no oral or other representations not included herein. I have received a copy of this agreement.

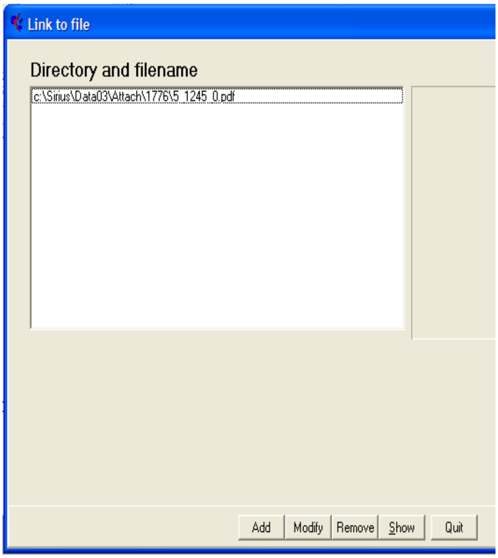
John Smith

SIGNATURE: X

Sales		0.00
Rentals		52.50
Shipping		0.00
Labor		0.00
Dam. Waiver 8%		4.20
Subtotal		56.70
TPS	R#123456789	3.97
TVQ	R#12345678	4.54
Total		65.21

8 Click the 📄 button in **Delivery** tab to preview the signed signature in PDF file.

9 You can double-click the path to open the document or add an existing document to the contract.



c:\Sirius\Data03\Attach\1776\5_1245_0.pdf

PCCharge Configuration from Sirius

Before using PCCharge, please ensure that the CD provided to you with the hardware is installed in advance. Follow Windows found new hardware wizard if necessary.

Before using the hardware, you must configure PCCharge properties. Please contact Verifone - PCCharge for technical support.

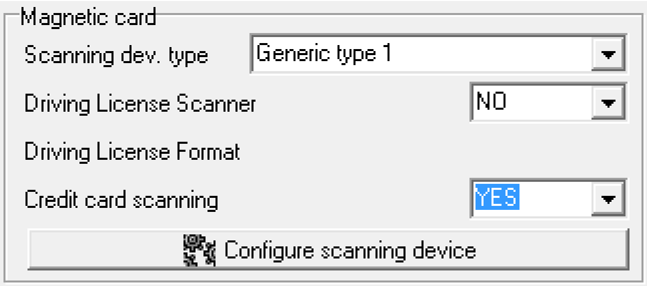
■ To Configure PCCharge Properties:

1 Choose **Configuration** from the **Branches** menu.

2 Choose **Customer Transactions**.

3 Click on **Modify**.

4 Activate **Credit Card scanning** to YES.



Magnetic card

Scanning dev. type: Generic type 1

Driving License Scanner: NO

Driving License Format

Credit card scanning: YES

5 Click **OK**.

6 Click **Quit**.

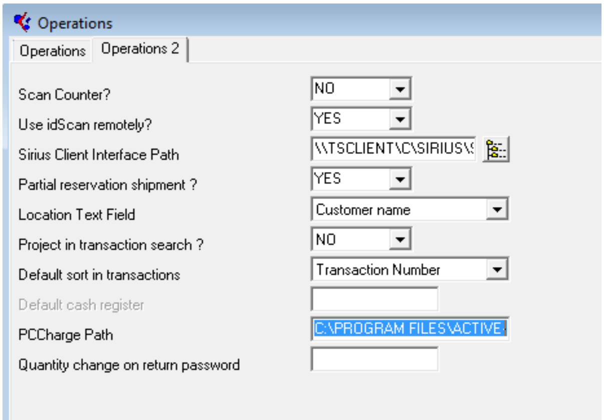
7 Choose **Configuration** from the **Branches** menu.

8 Choose **Operations**.

9 In the **Operations 2** tab, click **Modify**.

10 Enter the executable file on **PC Charge Path**.

11 Type c:\Program Files\Active-Charge.



Scan Counter?	NO
Use idScan remotely?	YES
Sirius Client Interface Path	\\TSCLIENT\C\SIRIUS\
Partial reservation shipment ?	YES
Location Text Field	Customer name
Project in transaction search ?	NO
Default sort in transactions	Transaction Number
Default cash register	
PCCharge Path	C:\PROGRAM FILES\ACTIVE
Quantity change on return password	

Apply transactions with PC Charge

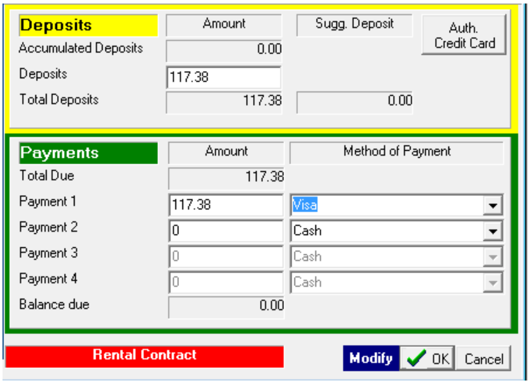
PCCharge can be used in order to receive deposits and payments.

PC Charge can be used in the final screen of any transaction in Sirius to receive payments for deposits or payments for invoices using debit or credit cards.

■ To Apply Debit and Credit Card Transactions from Sirius:

1 Click the **Final** button on the Toolbar in the centre of the window.

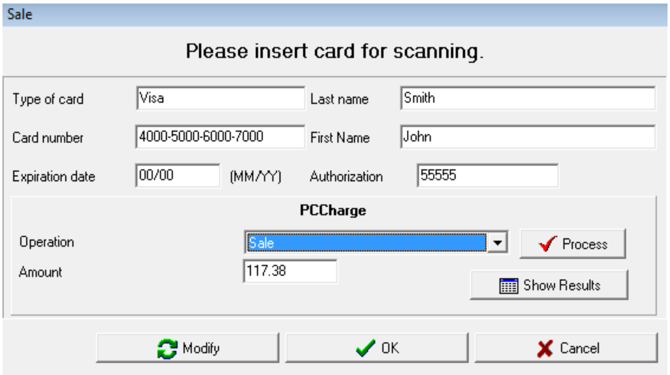
2 Click the **Auth. Credit Card** button.



Deposits	Amount	Sugg. Deposit
Accumulated Deposits	0.00	
Deposits	117.38	
Total Deposits	117.38	0.00

Payments	Amount	Method of Payment
Total Due	117.38	
Payment 1	117.38	Visa
Payment 2	0	Cash
Payment 3	0	Cash
Payment 4	0	Cash
Balance due	0.00	

3 Click **Modify** to manually enter the credit card information. If the magnetic band reader is configured in Sirius, swipe the credit or debit card in the magnetic band reader.



Sale

Please insert card for scanning.

Type of card: Visa
Last name: Smith
Card number: 4000-5000-6000-7000
First Name: John
Expiration date: 00/00 (MM/YY)
Authorization: 55555

PCCharge

Operation: Sale
Amount: 117.38

4 Click **OK**.

Credit Card Report

The credit card report provides you with the information required to process a payment.

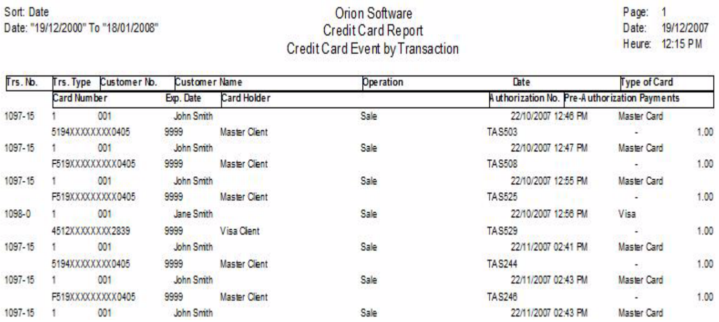
■ To Generate a Credit Card Report :

1 Choose **Customer Operation** from the **Reports** menu.

2 Click the down-arrow button and select **Credit Card Report** from the list.

3 Click **OK**.

The **Credit Card Report** is displayed as shown in the example below.



Sort: Date
Date: "19/12/2000" To "18/01/2008"

Orion Software
Credit Card Report
Credit Card Event by Transaction

Page: 1
Date: 19/12/2007
Heure: 12:15 PM

Trs. No.	Trs. Type	Customer No.	Customer Name	Operation	Date	Type of Card	
	Card Number	Exp. Date	Card Holder		Authorization No.	Pre-Authorization	Payments
1097-15	1	001	John Smith	Sale	22/10/2007 12:46 PM	Master Card	
	5194XXXXXXXX0405	9999	Master Client		TAS503	-	1.00
1097-15	1	001	John Smith	Sale	22/10/2007 12:47 PM	Master Card	
	F519XXXXXXXXX0405	9999	Master Client		TAS508	-	1.00
1097-15	1	001	John Smith	Sale	22/10/2007 12:55 PM	Master Card	
	F519XXXXXXXXX0405	9999	Master Client		TAS525	-	1.00
1098-0	1	001	Jane Smith	Sale	22/10/2007 12:56 PM	Visa	
	4512XXXXXXXX2839	9999	Visa Client		TAS529	-	1.00
1097-15	1	001	John Smith	Sale	22/11/2007 02:41 PM	Master Card	
	5194XXXXXXXX0405	9999	Master Client		TAS244	-	1.00
1097-15	1	001	John Smith	Sale	22/11/2007 02:43 PM	Master Card	
	F519XXXXXXXXX0405	9999	Master Client		TAS246	-	1.00
1097-15	1	001	John Smith	Sale	22/11/2007 02:43 PM	Master Card	

PCCharge Warning Messages from Sirius

Here are the most common warning messages from Sirius when using PCCharge.

For warning messages generated by PCCharge, please refer to PCCharge user's manual.

- **"Cannot process card, error with PCCharge"**
  This message appears when PCCharge is closed or is not working properly.
  Solution: Make sure PCCharge is open. If it is open, close and re-open again.
- **"A transaction is currently processed by PCCharge. Please try again in a few seconds"**
  This message appears when PCCharge is already processing a transaction.
  Solution: Wait a few seconds and try to process your transaction again.
- **"Failed to communicate with PCCharge or operation cancelled by user"**
  This message appears when the user clicks on the Cancel button on the waiting message generated by PCCharge.

Chapter 16
Batch Scanning

This chapter shows you how to perform batch scanning from Sirius.

Here's what you'll find in this chapter:

- Configuring the Batch Scan Properties
- Entering Quantities for a Serialized Item on a Quotation
- Assigning Bulk and Serialized Items on a Rental Contract

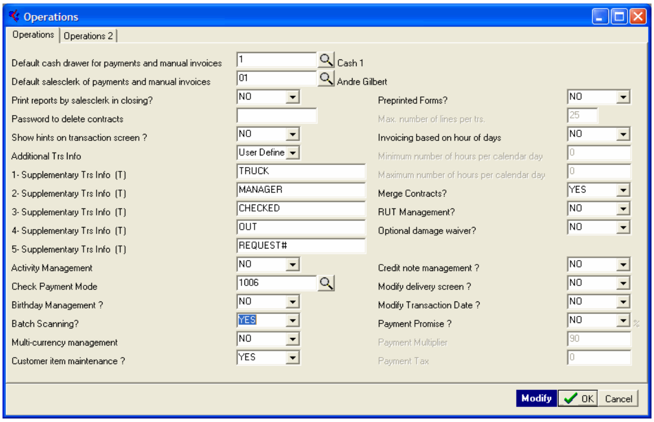
Configurating the Batch Scan Properties

The batch scanning process is useful for companies renting bulk and serialized items in large quantities.

This process offers the flexibility of creating quotations displaying the total quantity of items being rented while allowing inventory control at a serial item level.

■ To Configure Batch Scan Properties:

1. Choose **Configuration** from the **Branches** menu.
2. Choose **Operations**.
3. Click on **Modify**.
4. Activate **Batch Scaning** to YES.



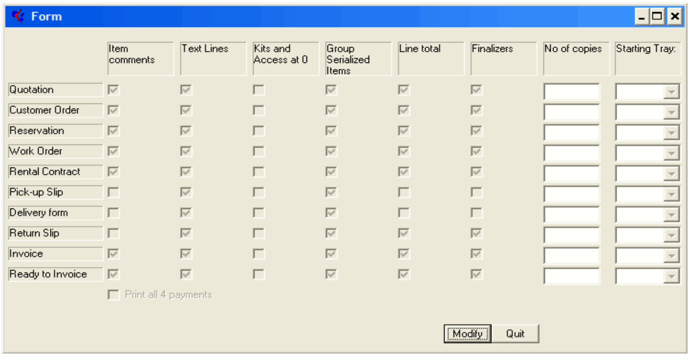
Default cash drawer for payments and manual invoices: 1 Cash 1
Default salesclerk of payments and manual invoices: 01 Andre Gilbert
Print reports by salesclerk in closing?: NO
Password to delete contracts:
Show hints on transaction screen ?: NO
Additional Trs Info: User Define
1- Supplementary Trs Info (T): TRUCK
2- Supplementary Trs Info (T): MANAGER
3- Supplementary Trs Info (T): CHECKED
4- Supplementary Trs Info (T): OUT
5- Supplementary Trs Info (T): REQUEST#
Activity Management: NO
Check Payment Mode: 1006
Birthday Management ?: NO
Batch Scanning?: YES
Multi-currency management: NO
Customer item maintenance ?: YES
Preprinted Forms?: NO
Max. number of lines per trs.: 25
Invoicing based on hour of days: NO
Minimum number of hours per calendar day: 0
Maximum number of hours per calendar day: 0
Merge Contracts?: YES
RUT Management?: NO
Optional damage waiver?: NO
Credit note management ?: NO
Modify delivery screen ?: NO
Modify Transaction Date ?: NO
Payment Promise ?: NO %
Payment Multiplier: 90
Payment Tax: 0

5. Click **OK**.
6. Click **Quit**.

■ To Enable Serialized Items on a Single Line Printout :

1. Choose **Configuration** from the **Branches** menu.
2. Choose **Form Settings**.
3. Click on **Modify**.

4 Check the boxes for the desired transactions under column **Group Serialized Items**.



	Item comments	Text Lines	Kits and Access at 0	Group Serialized Items	Line total	Finalizers	No of copies	Starting Tray:
Quotation	☑	☑	☐	☑	☑	☑		
Customer Order	☑	☑	☐	☑	☑	☑		
Reservation	☑	☑	☐	☑	☑	☑		
Work Order	☑	☑	☐	☑	☑	☑		
Rental Contract	☑	☑	☐	☑	☑	☑		
Pick-up Slip	☐	☑	☐	☑	☐	☐		
Delivery form	☐	☑	☐	☑	☐	☐		
Return Slip	☐	☑	☐	☑	☑	☑		
Invoice	☑	☑	☐	☑	☑	☑		
Ready to Invoice	☑	☑	☐	☑	☑	☑		

☐ Print all 4 payments

5 Click **OK**.

6 Click **Quit**.

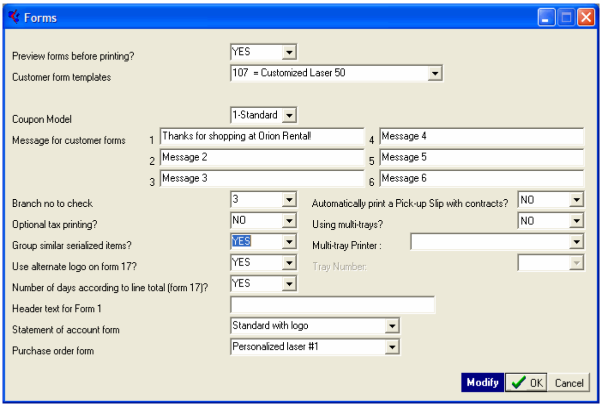
■ To Enter Quantity for Serialized Items on a Quotation:

1 Choose **Configuration** from the **Branches** menu.

2 Choose **Forms**.

3 Click on **Modify**.

4 Activate **Group Similar Serialized Items** to YES.



Preview forms before printing? YES

Customer form templates 107 = Customized Laser 50

Coupon Model 1-Standard

Message for customer forms
1 Thanks for shopping at Orion Rental!
2 Message 2
3 Message 3
4 Message 4
5 Message 5
6 Message 6

Branch no to check 3

Optional tax printing? NO

Group similar serialized items? YES

Use alternate logo on form 17? YES

Number of days according to line total (form 17)? YES

Header text for Form 1

Statement of account form Standard with logo

Purchase order form Personalized laser #1

Automatically print a Pick-up Slip with contracts? NO

Using multi-trays? NO

Multi-tray Printer :

Tray Number:

5 Click **OK**.

6 Click **Quit**.

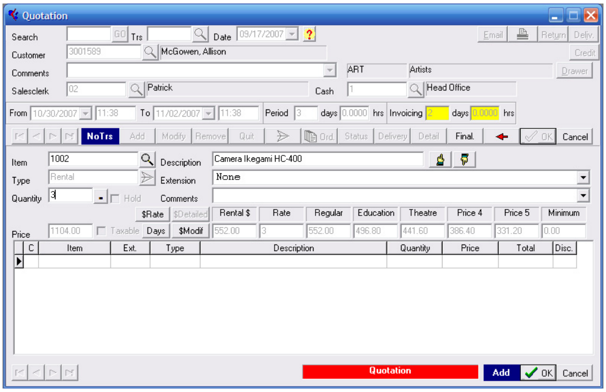
Entering Quantities for Serialized Items on a Quotation.

You can enter on the quotation screen a quantity for the number of serialized items desired. *See "Rental Contracts" on page 113.*

■ To Enter a Quantity on a Quotation:

1 In the **Item** field, add the item code.

2 Enter the desired number in the **Quantity** field.


Quotation
GO
Email
Return
Deliv.
Credit
Drawer
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
$Rate
$Detailed
Days
$Modif
Add
OK
Cancel

Search
Trs
Date 09/17/2007
Customer 3001589 McGowen, Allison
Comments
ART Artists
Salesclerk 02 Patrick
Cash 1 Head Office
From 10/30/2007 11:38 To 11/02/2007 11:38 Period 3 days 0.0000 hrs Invoicing 2 days 0.0000 hrs
Item 1002
Description Camera Ikegami HC-400
Type Rental
Extension None
Quantity 3
☐ Hold
Comments
Price 1104.00
☐ Taxable

Rental $	Rate	Regular	Education	Theatre	Price 4	Price 5	Minimum
552.00	3	552.00	496.80	441.60	386.40	331.20	0.00

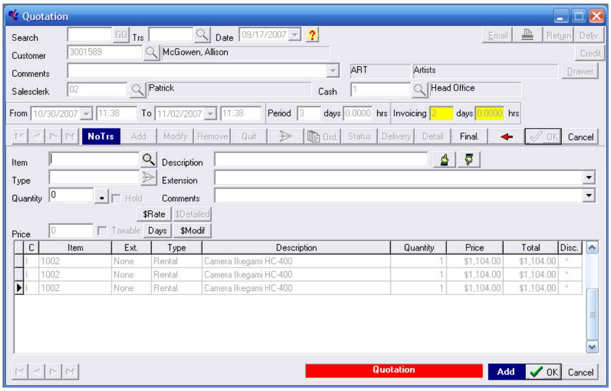
C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc.

Quotation

3 Click **OK**.

The item will display the serialized item individually in the detail section.

When working on a quotation or reservation, it is not required to identify serial number of the units to be shipped.


Quotation
GO
Email
Return
Deliv.
Credit
Drawer
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
$Rate
$Detailed
Days
$Modif
Add
OK
Cancel

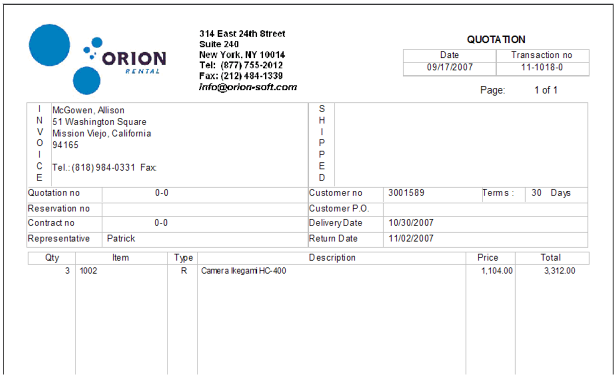
Search
Trs
Date 09/17/2007
Customer 3001589 McGowen, Allison
Comments
ART Artists
Salesclerk 02 Patrick
Cash 1 Head Office
From 10/30/2007 11:38 To 11/02/2007 11:38 Period 3 days 0.0000 hrs Invoicing 2 days 0.0000 hrs
Item
Description
Type
Extension
Quantity 0
☐ Hold
Comments
Price 0
☐ Taxable

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc.
I	1002	None	Rental	Camera Ikegami HC-400	1	$1,104.00	$1,104.00	*
I	1002	None	Rental	Camera Ikegami HC-400	1	$1,104.00	$1,104.00	*
I	1002	None	Rental	Camera Ikegami HC-400	1	$1,104.00	$1,104.00	*

Quotation

4 Click **OK**.

The printout will show the item and its corresponding quantity on one line.



314 East 24th Street
Suite 240
New York, NY 10014
Tel: (877) 755-2012
Fax: (212) 484-1339
info@orion-soft.com

QUOTATION

Date	Transaction no
09/17/2007	11-1018-0

Page: 1 of 1

INVOICE
McGowen, Allison
51 Washington Square
Mission Viejo, California
94165

Tel.: (818) 984-0331 Fax:

SHIPPED

Quotation no	0-0	Customer no	3001589	Terms :	30 Days
Reservation no		Customer P.O.			
Contract no	0-0	Delivery Date	10/30/2007		
Representative	Patrick	Return Date	11/02/2007		

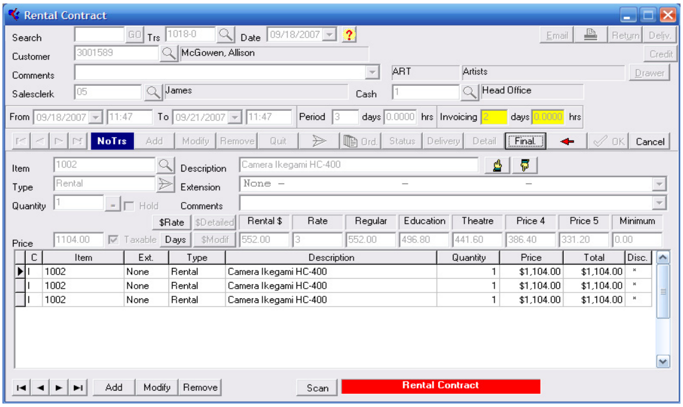
Qty	Item	Type	Description	Price	Total
3	1002	R	Camera Ikegami HC-400	1,104.00	3,312.00

Assigning Bulk and Serialized Items on a Rental Contract

You can assign the specific extenion of a serialized item when transforming to a rental contract. *See "Transforming Other Transactions" on page 133.*

■ To Assign Serialized Items on a Rental Contract:

1 Click the **Scan** button.

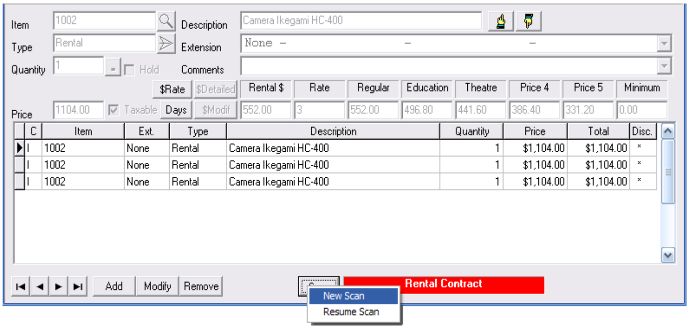

Rental Contract
GO
Email
Return
Deliv.
Credit
Drawer
NoTrs
Add
Modify
Remove
Quit
Ord.
Status
Delivery
Detail
Final.
OK
Cancel
$Rate
$Detailed
Days
$Modif
Add
Modify
Remove
Scan
Rental Contract

Search
Trs 1018-0
Date 09/18/2007
Customer 3001589 McGowen, Allison
Comments
ART Artists
Salesclerk 05 James
Cash 1 Head Office
From 09/18/2007 11:47 To 09/21/2007 11:47
Period 3 days 0.0000 hrs
Invoicing 2 days 0.0000 hrs
Item 1002
Description Camera Ikegami HC-400
Type Rental
Extension None – – –
Quantity 1
☐ Hold
Comments
Price 1104.00
☑ Taxable

Rental $	Rate	Regular	Education	Theatre	Price 4	Price 5	Minimum
552.00	3	552.00	496.80	441.60	386.40	331.20	0.00

C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc.
I	1002	None	Rental	Camera Ikegami HC-400	1	$1,104.00	$1,104.00	*
I	1002	None	Rental	Camera Ikegami HC-400	1	$1,104.00	$1,104.00	*
I	1002	None	Rental	Camera Ikegami HC-400	1	$1,104.00	$1,104.00	*

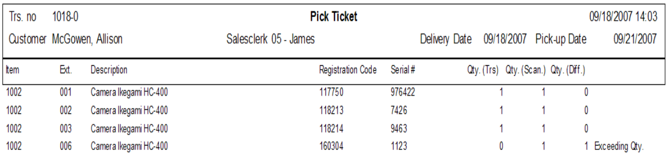
2 Choose **New Scan** to start a new scan on any of the serialized items listed on the contract or choose **Resume** to modify .



Item 1002
Type Rental
Quantity 1
Description Camera Ikegami HC-400
Extension None
Comments
Price 1104.00

Rental $	Rate	Regular	Education	Theatre	Price 4	Price 5	Minimum
552.00	3	552.00	496.80	441.60	386.40	331.20	0.00

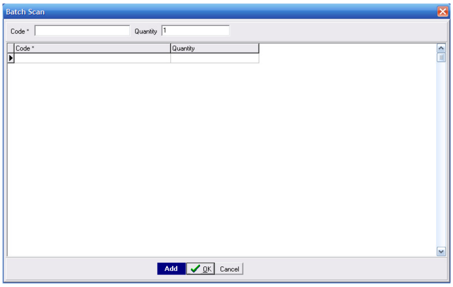
C	Item	Ext.	Type	Description	Quantity	Price	Total	Disc.
I	1002	None	Rental	Camera Ikegami HC-400	1	$1,104.00	$1,104.00	*
I	1002	None	Rental	Camera Ikegami HC-400	1	$1,104.00	$1,104.00	*
I	1002	None	Rental	Camera Ikegami HC-400	1	$1,104.00	$1,104.00	*



Trs. no 1018-0 **Pick Ticket** 09/18/2007 14:03
Customer McGowen, Allison Salesclerk 05 - James Delivery Date 09/18/2007 Pick-up Date 09/21/2007

Item	Ext.	Description	Registration Code	Serial #	Qty. (Trs)	Qty. (Scan.)	Qty. (Diff.)	
1002	001	Camera Ikegami HC-400	117750	976422	1	1	0	
1002	002	Camera Ikegami HC-400	118213	7426	1	1	0	
1002	003	Camera Ikegami HC-400	118214	9463	1	1	0	
1002	006	Camera Ikegami HC-400	160304	1123	0	1	1	Exceeding Qty.

3 Start scanning the bulk and serialized items to be listed on the contract.



Code *
Quantity 1

Code *	Quantity

4 Click **OK**.

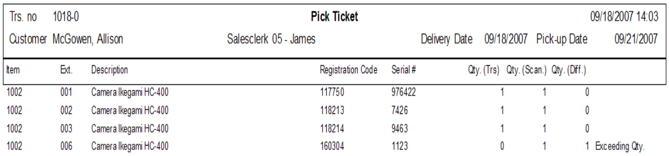
5 Click **Cancel**.

6 Click **Finish**.

7 Click on **Assign Quantity** to assign the items to the contract or click on **Assign Quantity (All)** to assign all items to the contract.

The pick ticket on hand provides you with the missing items to complete the rental contract.

8 Click the **Print** button to print a pick ticket.



Trs. no 1018-0 **Pick Ticket** 09/18/2007 14:03

Customer McGowen, Allison Salesclerk 05 - James Delivery Date 09/18/2007 Pick-up Date 09/21/2007

Item	Ext.	Description	Registration Code	Serial #	Qty. (Trs)	Qty. (Scan.)	Qty. (Diff.)	
1002	001	Camera Ikegami HC-400	117750	976422	1	1	0	
1002	002	Camera Ikegami HC-400	118213	7426	1	1	0	
1002	003	Camera Ikegami HC-400	118214	9463	1	1	0	
1002	006	Camera Ikegami HC-400	160304	1123	0	1	1	Exceeding Qty.

9 Click **Quit** to exit the batch scan screen and return to the rental contract screen.

Appendix A

Branch Configuration

This appendix shows you how to configure a variety of options for each of your branch locations.

Here’s what you’ll find in this chapter:

- Rates
- Forms
- Customer Transactions
- Inventory Labels
- Accounting
- Operations
- Data Import/Export

Rates

Setting Up Surcharge Rates

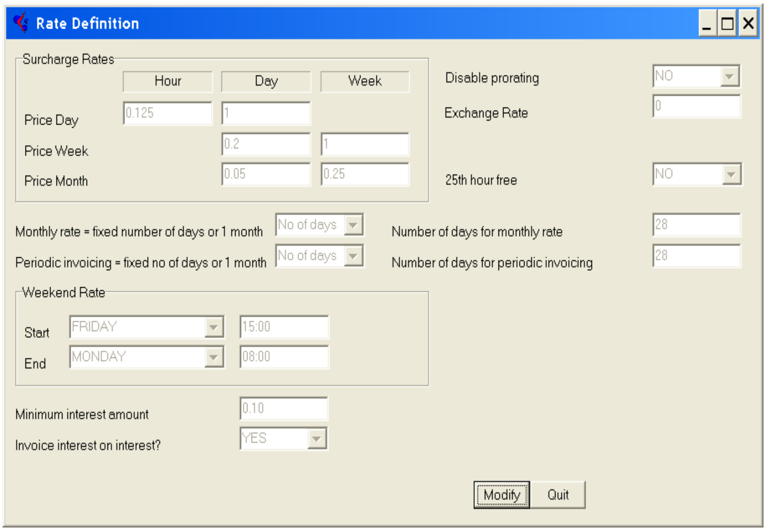
You can use Rate Definition to determine and set the following options:

- Allow prorating for item rentals
- Define rates in Multiple Currencies
- Configure Weekend Rates
- Determine Rates for Monthly and Periodic Invoicing
- Set up how interest is issued.

If you choose to disable prorating, the Surcharge Rates table will not be available to calculate the surcharge. Instead, the item pricing structure will be used.

■ To Set Up Surcharge Rates:

1 Choose **Branches - Rate Definition** from the **Configuration** menu. The Sirius - Rate Definition window will appear.



Surcharge Rates

	Hour	Day	Week
Price Day	0.125	1	
Price Week		0.2	1
Price Month		0.05	0.25

Disable prorating: NO

Exchange Rate: 0

25th hour free: NO

Monthly rate = fixed number of days or 1 month: No of days

Periodic invoicing = fixed no of days or 1 month: No of days

Number of days for monthly rate: 28

Number of days for periodic invoicing: 28

Weekend Rate

Start: FRIDAY 15:00

End: MONDAY 08:00

Minimum interest amount: 0.10

Invoice interest on interest?: YES

2 Click **Modify**.

3 In the **Disable prorating** field, click the down-arrow button and select "Yes" if you want to disable prorating. Prorating fractions are shown in the Surcharge Rates table. If not. leave "No" selected.

4 If you elected to keep prorating, you can set the default surcharge rates as follows:

- In the **Price Day** and **Hour** field, type a fraction of the regular daily rate to be charged to the customer for each additional hour the item is rented.
- In the **Price Day** and **Day** field, type a fraction of the regular daily rate to be charged to the customer for each additional day the item is rented.
- In the **Price Week** and **Day** field, type the fraction of the regular weekly rate to be charged to the customer for each additional day the item is rented.
- In the **Price Week** and **Week** field, type the fraction of the regular weekly rate to be charged to the customer for each additional week the item is rented.
- In the **Price Month** and **Day** field, type the fraction of the regular monthly rate to be charged to the customer for each additional day the item is rented
- In the **Price Month** and **Week** field, type the percentage of the regular weekly rate to be charged to the customer for each additional week the item is rented.

A good method to use to determine the value of the surcharge fractions you enter is to answer the following question:

"If the item is rented for a specific period, and the item is not returned on time, what portion of that original period would I like to charge the customer for the late period."

Example:
Let's say you charge $70.00 for a one week rental.

You then decide to charge $14.00 or one-fifth (1/5) of the weekly rental for each day it is overdue.

The fraction you would enter in the Price Week and Day field would be 0.2 or one-fifth (1/5) of the weekly rental rate.

5 In the **Exchange Rate** section, type the exchange rate to be used for foreign currency transactions and purchase orders (in relation to surcharge fees).

6 In the **25th hour free** field, click the down-arrow button and select "Yes" if you do not want to charge customers that are an hour late returning an item.

7 In the **Monthly rate = fixed number of days or 1 month** field, do one of the following:

- Leave "No of days" selected if you want to base the monthly rental rate on a fixed number of days. Type the number of days in the **Number of days for monthly rate** field.
- Click the down-arrow button and select "Month" if you want to base the monthly rental rate on the number of days in the calender month.

8 In the **Periodic invoicing = fixed number of days or 1 month** field do one of the following:

  - Leave "No of days" selected if you want to invoice customers every fixed number of days. Type the number of days in the **Number of days for periodic invoicing** field.
  - Click the down-arrow button and select "Month" if you want to invoice customers every calendar month.

9 In the **Weekend Rate** section, specify the day and hour when your weekend rates start and end.

  - In the **Start** fields, select the day and the time the weekend rate starts.
  - In the **End** fields, select the day and the time the weekend rate ends.

10 In the **Minimum interest amount** field, type the minimum interest rate percentage you want to charge on overdue accounts.

11 In the **Invoice interest on interest** field, leave "Yes" selected if you want to charge interest each month on the interest previously charged an overdue account.

It is recommended that you provide some leeway when setting your week-end rate period in order to maintain goodwill with your customers.

Example:
If your advertised weekend rates start at 4:00 PM Friday and end at 8:00 AM Monday, you may still want to offer the weekend rate to those customers who rent the item at 3:30 on Friday and return it Monday at 8:30.

Forms

Setting Up Printers for Forms

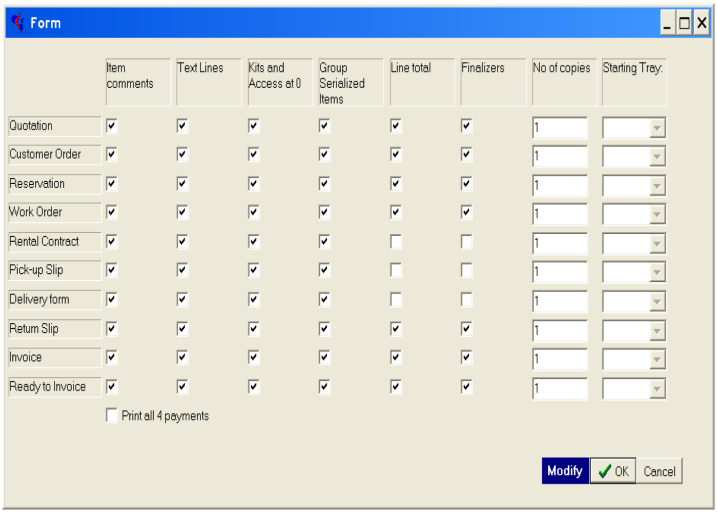
You can set a variety of options that will be used when printing your forms. Keep in mind, though, the options may vary from form to form.

■ To Set Up Printers for Forms:

1 Choose **Branches - Form Settings** from the **Configuration** menu.

The Form window will appear.

Depending on the form you select, you may also have access to the Form Settings screen where you can set additional options. See "Configuring General Form Settings" on page 336.



	Item comments	Text Lines	Kits and Access at 0	Group Serialized Items	Line total	Finalizers	No of copies	Starting Tray:
Quotation	☑	☑	☑	☑	☑	☑	1	
Customer Order	☑	☑	☑	☑	☑	☑	1	
Reservation	☑	☑	☑	☑	☑	☑	1	
Work Order	☑	☑	☑	☑	☑	☑	1	
Rental Contract	☑	☑	☑	☑	☐	☐	1	
Pick-up Slip	☑	☑	☑	☑	☐	☐	1	
Delivery form	☑	☑	☑	☑	☐	☐	1	
Return Slip	☑	☑	☑	☑	☑	☑	1	
Invoice	☑	☑	☑	☑	☑	☑	1	
Ready to Invoice	☑	☑	☑	☑	☑	☑	1	

☐ Print all 4 payments

2 Click **Modify**.

3 Move through each of the columns and click the box beside a form to select or deselect the following settings.

Item Comments	Select if you want the comments contained on the Item Management window to appear on the form. See *“Comments Tab” on page 63* for a detailed description.
Text Lines	Select if you want to enter text lines at the detail level when entering a transaction.
Kit and Access at 0	Select if you want items that are part of a kit and accessory (and have a price of "0") to appear on your form.
Group Serialized Items	Select if you want to be able to group similar serialized items together on the printed form.
Line Total	Select to display the line total (qty x price).
Finalizers	Select if you want to print the amounts shown in the Finalizers pane on the transaction windows.
No. of copies	Type the default number of copies you want to print for each form.
Starting Tray	Select the printer tray to be used when printing the form.

*The **No. of Copies** and **StartingTray** options will only be applied if you have set the **Preview forms before printing** field to "No". See page 336.*

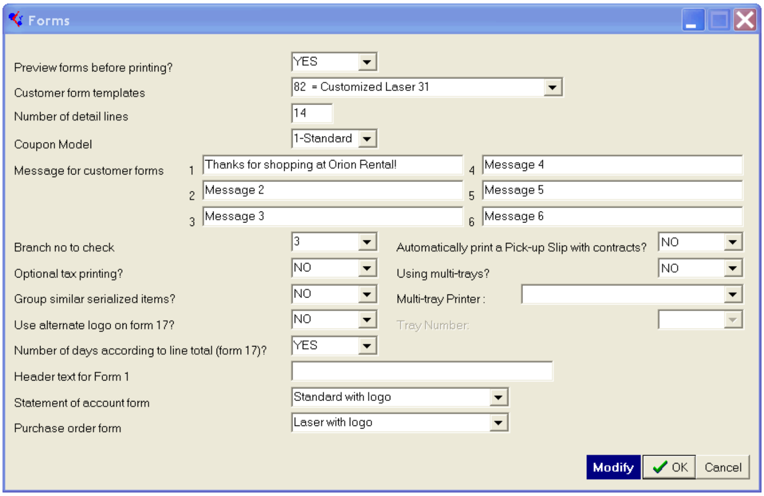
Configuring General Form Settings

You can configure a variety of form settings for use in Sirius. For example, you can specify that you want to preview all forms before printing, select the form template you wish to use, or automatically print a Pick-Up Slip with contracts.

■ To Configure General Form Settings:

1 Choose **Branches - Forms** from the **Configuration** menu.

The Forms window will appear.



Preview forms before printing?	YES
Customer form templates	82 = Customized Laser 31
Number of detail lines	14
Coupon Model	1-Standard
Message for customer forms	1 Thanks for shopping at Orion Rental! 2 Message 2 3 Message 3 4 Message 4 5 Message 5 6 Message 6
Branch no to check	3
Optional tax printing?	NO
Group similar serialized items?	NO
Use alternate logo on form 17?	NO
Number of days according to line total (form 17)?	YES
Header text for Form 1	
Statement of account form	Standard with logo
Purchase order form	Laser with logo
Automatically print a Pick-up Slip with contracts?	NO
Using multi-trays?	NO
Multi-tray Printer :	
Tray Number:	

2 Click **Modify**.

3 In the **Preview forms before printing** field, leave "Yes" selected if you want to preview your forms prior to printing.

4 In the **Customer form templates** field, click the down-arrow button and select a form template from the list. The selection here can be overidden by selecting **Configuration > Station** and making your changes.

5 In the **Message for customer forms** fields, move through the list of forms (1- 6) and type the message you would like to appear on the form.

*The **Preview forms before printing** field must be set to "No" in order to apply the **No. of Copies** and **StartingTray printer** options. See page 335).*

6 In the **Automatically print a Pick-Up? slip with contracts** field, select "Yes" if you want to be able to print a pick-up slip when a rental contract is created and printed.

7 In the **Optional Tax Printing?** field, select "Yes" if you want to be able to choose whether or not to print tax information on forms.

8 In the **Using Multi-Trays"** field, select "Yes" if you are using multiple trays when printing.

9 In the **Multi-tray Printer** field, specify the default printer to be used when printing from multi-trays.

10 If you are using multi-trays, specify the tray to be used when printing forms in the **Tray Number** field.

11 In the **Group similar serialized items?** field, select "Yes" if you want similar serialized items to be grouped together on the form prior to printing.

12 In the **Use alternate logo on form 17?** field, select "Yes" if you want to use the alternate logo that appears at the bottom left-corner of the form. Usually, the logo specifies the terms and conditions.

13 In the **Number of days according to line total (form 17)?** field, select "Yes" if you want to print the effective number of days.

14 In the **Header text for Form 1** field, type the header text you want to appear at the top of Form 1.

15 In the **Statement of account form** field, select a format from the list provided.

16 In the **Purchase order form** field, select a format from the list provided.

17 Click **OK**.

18 Click **Quit**.

Customer Transactions

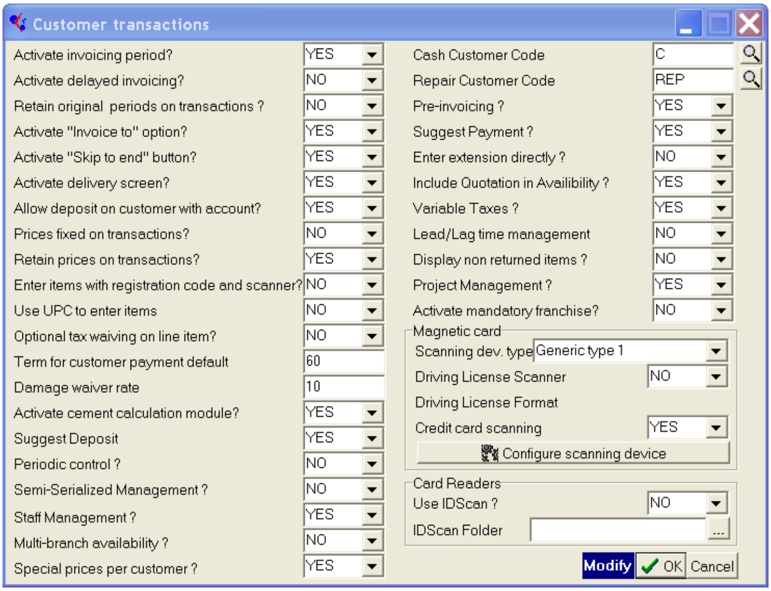
Setting Customer Transaction Options

You can set a variety of default customer transaction options for each Branch in your organization. The options you set will apply to all customers transactions of the targeted Branch.

■ To Set Customer Transaction Options:

1 Choose **Branches - Customer Transactions** from the **Configuration** menu.

The Customer Transactions window will appear.



Activate invoicing period?	YES
Activate delayed invoicing?	NO
Retain original periods on transactions ?	NO
Activate "Invoice to" option?	YES
Activate "Skip to end" button?	YES
Activate delivery screen?	YES
Allow deposit on customer with account?	YES
Prices fixed on transactions?	NO
Retain prices on transactions?	YES
Enter items with registration code and scanner?	NO
Use UPC to enter items	NO
Optional tax waiving on line item?	NO
Term for customer payment default	60
Damage waiver rate	10
Activate cement calculation module?	YES
Suggest Deposit	YES
Periodic control ?	NO
Semi-Serialized Management ?	NO
Staff Management ?	YES
Multi-branch availability ?	NO
Special prices per customer ?	YES

Cash Customer Code	C
Repair Customer Code	REP
Pre-invoicing ?	YES
Suggest Payment ?	YES
Enter extension directly ?	NO
Include Quotation in Availibility ?	YES
Variable Taxes ?	YES
Lead/Lag time management	NO
Display non returned items ?	NO
Project Management ?	YES
Activate mandatory franchise?	NO
Magnetic card	
Scanning dev. type	Generic type 1
Driving License Scanner	NO
Driving License Format	
Credit card scanning	YES
Card Readers	
Use IDScan ?	NO
IDScan Folder	

2 Click **Modify**.

3 Move through the fields and configure each of the following customer transaction options.

Activate invoicing period?	Select "Yes" to activate the invoicing period on the transaction windows. This allows you to specify the rental and invoicing period for a transaction.

Activate delayed invoicing?	Select "Yes" if you want to allow the return of items at contract closing and have the return slip placed in the ’ready to invoice’ folder.
Retain original periods on transactions?	Select "Yes" if you want to keep the invoicing periods entered by the original user. If "No", Sirius will update the periods as modifications are made to the transaction.
Activate "Invoice to" option?	Select "Yes" if you want to be able to send invoices to a third party, rather than the customer.
Activate "Skip to end" button?	Select "Yes" to activate a **Skip to End** button when booking a reservation. This option allows you to create a reservation number for a customer without having to add the items being rented. The **Skip to End** option is primarily used in the party equipment industry.
Activate delivery window?	Select "No" if you do not want the Delivery section to appear when processing transactions. Otherwise, leave "Yes" selected.
Allow deposit on customer with account?	Select "No" if you do not want employees to be able to take deposits from customers with accounts. Otherwise, leave "Yes" selected.
Prices fixed on transactions?	Select "Yes" if you do not want to allow prices to be modified when processing transactions. Leave "No" selected if you do want to be able to modify prices.
Retain prices on transactions?	Select "Yes" if you want Tariff 1 to set pro-rating at the item level.
Enter items with registration code and scanner?	Select "Yes" if you want to select serialized items on a transaction by scanning the registration code. Otherwise, leave "No" selected.

Use UPC to enter items	Select "Yes" to be able to add an item by its bar code during a transaction. Otherwise leave "No" selected.
Optional tax waiving on line item?	Select "Yes" if you want the ability to waive taxes payable on product items when processing a transaction. Otherwise, leave "No" selected.
Term for customer payment default	Type the default payment term for customer invoices. For example, 15, 30, 60 or 120 days. The default term you specify can be modified when creating Customer Categories. See *"Setting Up Customer Categories" on page 48*.
Damage waiver rate	Type the default damage waiver percentage that customers must pay when renting product items. Once the customer pays the damage waiver rate, any repair costs associated with a damaged item they return will be waived.
Activate cement calculation module?	If you rent cementing equipment to customers, select "Yes" to activate the cement calculation module on the Customer This module is a calculation tool that allows you to determine the exact volume of cement needed for a specific task in both cubic feet and yards.
Suggest Deposit	Specify the suggested default deposit required on rental items. The amount you enter will appear on the Deposits pane when finalizing a transaction.

Periodic Control?	Select ’Yes" if you use periodic invoicing and would like a Periodic Control field to appear on the transactions windows. The Periodic Control field can be set to "Yes", "No" or "All". This means when you do your periodic invoicing, you can have Sirius invoice all customers whose Periodic Control field is set to "Yes", "No" or "All" .
Semi-Serialized Management?	You can enter the serial numbers of all your product items into the Sirius system. This is referred to as ’serialization’ and when items are rented it allows you to track a variety of information including maintenance costs and depreciation. Semi-serialized Management allows you to continue to track maintenance costs and depreciation without having to select the individual units being rented. If you select "Yes", you will only have to select the item and enter the total quantity being rented. If you leave "No" selected, you will be required to select each unit individually being rented.
Staff Management?	Leave "Yes" selected if you want to be able to create a staff schedule to handle a customer transaction. The Staff button ▶▶ Staff will be activated on the transactions window. See *“Adding Staff” on page 98*.
Multi-branch availability?	Leave "No" selected if you want Sirius to check only your Branch for item availability. Select "Yes" if you want Sirius to check all branches for item availability before stating the item is not available.

Special prices per customer?	Select "Yes" if you wish to be able to offer product items at a special rental price to individual customers. The Special Prices section on the Item Management window will now be available to you.
Cash Customer Code	Leave "C" selected to indicate a cash customer. You would enter this code in the Customer field when processing cash transactions. Since they are paying cash, the customer account information will not be displayed. Make sure you do not remove the "C" customer when working within the Customer Management screen.
Repair Customer Code	Leave "Rep" selected so that Sirius will be able to associate the maintenance of serialized items with specific customers. Make sure you do not remove the "Rep" customer when working within the Customer Management screen.
Pre-invoicing?	Select "Yes" if you want to be able to create an invoice for a customer when the rental contract is created. This allows you to collect a payment before the customer leaves with the rental item. Pre-invoicing is useful in dealing with long-term rentals where you may want to collect a portion of the rental amount up-front. If you select "Yes", a Pre-Invoice button will appear on the Finalizers pane when processing a transaction.

Suggest Payment?	Leave "Yes" selected if you want Sirius to automatically enter the payment amount required on the Payments pane when processing a transaction. Keep in mind, that even though the payment will be entered automatically, you still must select the Method of Payment. See *“Creating a Rental Contract” on page 137*.
Enter extension directly?	Select "Yes" if you want to be able to enter the Item Number plus extension (EV001-4) directly into the Item field when processing a transaction. If you leave "No" selected, you will have to enter the Item Number and Extension number in two separate fields.
Include Quotation in Availability?	Select "Yes" to include quotations on the Availability window. This will take an item’s quantity from a quotation into consideration when determining the availability of the item.
Variable Taxes?	Select "Yes" if you would like the ability to specify which taxes apply on the Finalizer pane when processing a transaction. If you leave "No’ selected, the taxes on the customer’s Customer Category will automatically apply.
Lead/Lag Time Management	Select "Yes" if you would like to be able to set lead and lag times for rental items. You would specify a specific amount of time at the beginning (lead) and end (lag) of a rental period to indicate that the item is not available during this time.

Display non-returned items?	Select "Yes" to have all non-returned items in a rental contract shown on the invoice. This applies to customers who are being invoiced after returning some, but not all of the items rented.
Project Management?	Leave "Yes" selected if you want to be able to manage projects for your customers. If you select "Yes", the Project field will appear on the Delivery pane when processing a transaction. This will allow you to generate an invoice list by project. See *“Adding Projects” on page 95*.
Activate mandatory franchise?	If you activate the user-defined fields for the automobile industry, it makes the franchise field mandatory. Meaning the system will not allow the user to go beyond that field without enterina a value.

Magnetic Card

Scanning Device Type	If you are using scanners to scan driver licenses and credit cards select the scanner type to be used.
Driving License Scanner	Select "Yes" to indicate the scanner you selected in the **Scanning Device Type** field is to be used for scanning driver licenses.
Driving License Format	If you answered "Yes" to Driving License Scanner, select the license format to be used.
Credit Card scanning	Select "Yes" if you want to be able to scan credit card information within the transaction. shown in the **Scanning Device Type** field is to be used for scanning credit cards.

Card Readers

Use IDScan?	Select "Yes", if you are using Card Readers to scan driver licenses You can use the driver license scan to add customers directly into Sirius. After you scan the license, a customer record will be automatically created, assuming the customer is not already in the system. If the customer already exists, the user will be prompted to update the information.
IDScan Folder	Click ... to select the folder and .exe file used to launch the Card Reader software.

Inventory Labels

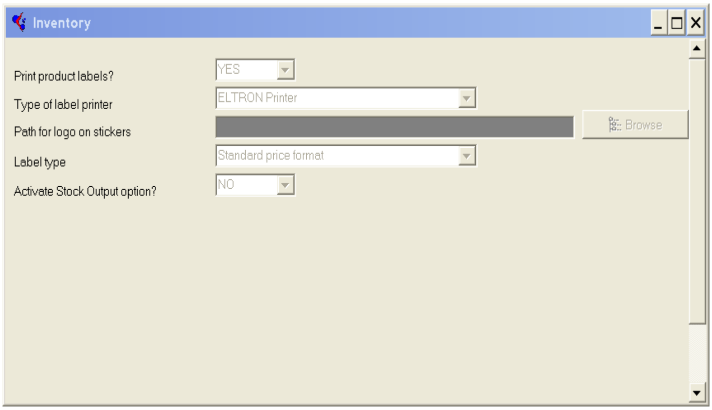
Configuring Labels for Sales Items

You can use Inventory to activate and configure the printing options to be used when printing labels for sales items.

■ To Configure Labels for Sales Items:

1 Choose **Branches - Inventory** from the **Configuration** menu.

The Inventory window will appear.



Print product labels? YES
Type of label printer ELTRON Printer
Path for logo on stickers
Label type Standard price format
Activate Stock Output option? NO

2 Click **Modify**.

3 In the **Print Product Labels?** field, either leave "Yes" selected to allow the printing of your product labels, or click the down-arrow button and select "No".

4 In the **Type of Label Printer** field, click the down-arrow button and select the printer you want to use to print your product labels.

5 In the **Path for logo on stickers** field,

6 In the **Label Type** field, either leave "Standard Price Format" selected, or click the down-arrow button and select Use Special Price.

7 In the **Activate Stock Output** option,

8 Click **OK** and then **Quit**.

Accounting

Setting Up GL Accounts for a Branch

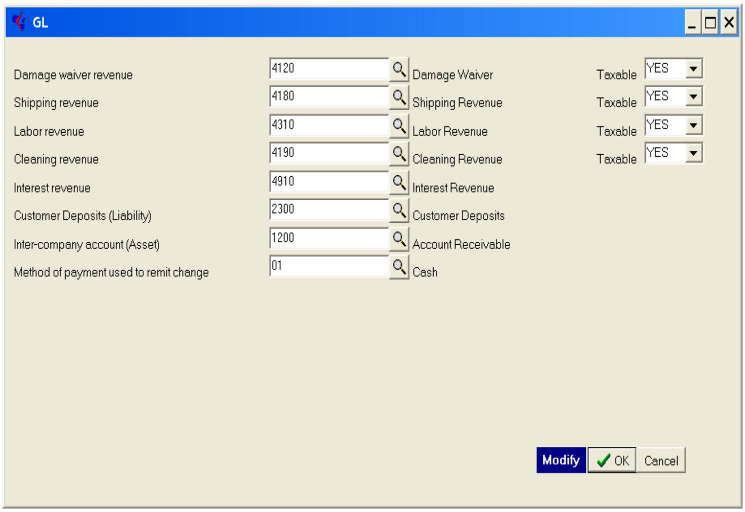
You can modify your existing GL Account Numbers for use in your branches. GL Accounts are set up to ensure daily transactions are properly processed for accounting purposes. See also *“Configuring GL Accounts in Sirius” on page 40*.

For accounting troubleshooting purposes, It is recommended that you create individual GL accounts for each of the options shown. Each option is linked to a field within Sirius.

■ To Setup GL Accounts:

1 Choose **Branches - GL** from the **Configuration** menu.

The GL window will appear.



Damage waiver revenue	4120	Damage Waiver	Taxable	YES
Shipping revenue	4180	Shipping Revenue	Taxable	YES
Labor revenue	4310	Labor Revenue	Taxable	YES
Cleaning revenue	4190	Cleaning Revenue	Taxable	YES
Interest revenue	4910	Interest Revenue		
Customer Deposits (Liability)	2300	Customer Deposits		
Inter-company account (Asset)	1200	Account Receivable		
Method of payment used to remit change	01	Cash		

2 Click **Modify**.

3 Locate the GL account you want to modify and then do one of the following:

- If you know the G/L account code to be charged, type it in the field.
- If you do not know the code, click the **Search** 🔍 icon and select one from the list.

4 Click **OK**.

5 Click **Quit**.

Configuring Data Transfer to and From Accounting Software

You can transfer accounting data generated in Sirius to your accounting software. Before you can do that, however, you must first configure the Accounting Export options shown under *“Data Import/Export” on page 353*.

General Operations

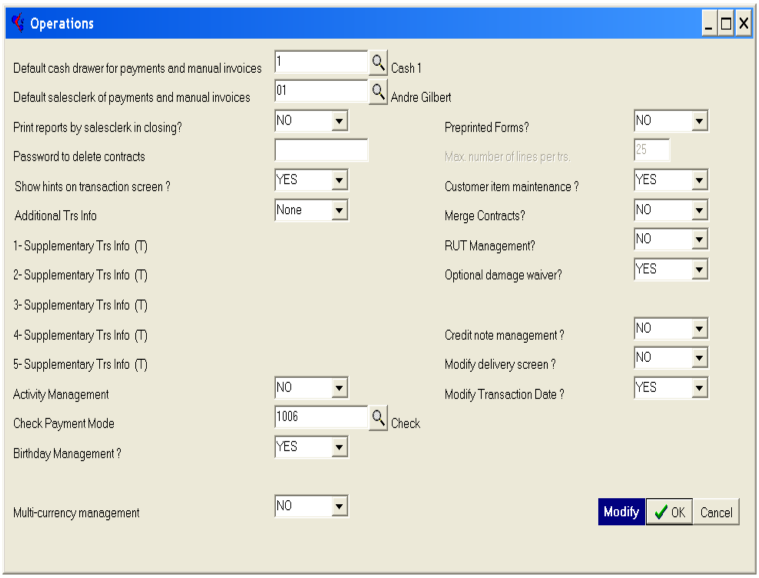
Configuring General Operations for a Branch

You can use Operations to configure a variety of Branch configuration options.

■ To Configure General Operations for a Branch:

1 Choose **Branches - Operation** from the **Configuration** menu.

The Operations window will appear.



Default cash drawer for payments and manual invoices	1 Cash 1		
Default salesclerk of payments and manual invoices	01 Andre Gilbert		
Print reports by salesclerk in closing?	NO	Preprinted Forms?	NO
Password to delete contracts		Max. number of lines per trs.	25
Show hints on transaction screen ?	YES	Customer item maintenance ?	YES
Additional Trs Info	None	Merge Contracts?	NO
1- Supplementary Trs Info (T)		RUT Management?	NO
2- Supplementary Trs Info (T)		Optional damage waiver?	YES
3- Supplementary Trs Info (T)			
4- Supplementary Trs Info (T)		Credit note management ?	NO
5- Supplementary Trs Info (T)		Modify delivery screen ?	NO
Activity Management	NO	Modify Transaction Date ?	YES
Check Payment Mode	1006 Check		
Birthday Management ?	YES		
Multi-currency management	NO		

2 Click **Modify**.

3 Move through the following fields and configure the general operations for each of the following:

Default cash drawer for payments and manual invoices	Type the default Cash Register to be used for payments and manual invoices, or select one from the list.
Default salesclerk of payment and manual invoices	Type the default Salesclerk to be used for payments and manual invoices, or select one from the list.

Print reports by salesclerk in closing?	Select "Yes" if you want the closing report to be sorted by Salesclerk.
Password to delete contracts	If a user deletes a contract in Sirius, they will be prompted to enter a password. Type the password to protect your contracts.
Show hints on transaction window?	Select "Yes" if you want a hint to appear when the mouse cursor moves over a button, icon or tab. For example, when you move your cursor over the Add button the words "Add a Transaction" will appear.
Additional Trs Info	Allows you to set up to five "user-defined" fields that will appear in the Delivery section when adding or modifying transactions. Select "User-defined" and then do the following: • In Fields 1 through 3 select a pre-set value from the drop-down list boxes. • In Fields 4 and 5, type a definition for the text field.
Activity Management	Select to display an "Activity Info" tab on the Customer Management window. See *“Adding Customers” on page 58*. The tab allows you to enter a variety of emergency health related information for a customer, such as any known heart, diabetic or allergy problems, emergency contact numbers, etc. It also separates the Invoice option within customer transactions by activity (sales or service).
Check Payment Mode	Select the applicable GL account to which check payment deposits will be charged.

Birthday Management?	Select "Yes" if you want to enter the customer's birthday in their customer profile.
Multi-currency Management	Select "Yes" allows you to manage multiple currencies when processing transactions.
Preprinted Forms?	Select "Yes" If you are required to print invoices on government-approved preprinted forms.
Max. number of lines per trs.	Only available if you select "Yes" to Preprinted Forms shown above. Allows you to specify the number of lines you want to appear in the invoice for each transaction. The default is 25.
Customer Item Maintenance	Select "Yes", if you want to manage your maintenance work orders by customer equipment. This allows you to specify the specific piece of customer equipment that requires maintenance.
Merge Contracts	Select "Yes" If you are performing multiple rental contracts a day for the same customer project and would like to have the ability to merge all of the contracts into one contract. See *"Creating a Rental Contract" on page 137*.
Optional damage waiver	Select "Yes" if you want the collection of damage waivers to be optional when processing transactions for your customers. if you select "Yes", the Sirius user will be given the option of selecting "Yes" or "No" in the **Finalizers - Damage Waiver** field when processing a transaction.

Credit note management	Select "Yes" to print negative invoices as a credit note when refunding monies to customers. The title will appear as "Credit Note" and the refund amounts will be shown as positive. Used in Europe and Latin-America or wherever negative invoices are not permitted.
Modify delivery window	Allows you to enter an alternate delivery address in the customer’s profile. At the transaction level, in the delivery panel you may then click on Copy Delivery to copy the alternate delivery address information from the customer management profile.
Modify Transaction Date	Select "Yes" if you want to be able to modify the date a transaction was created. The date appears at the top of each transaction window.

Data Import/Export

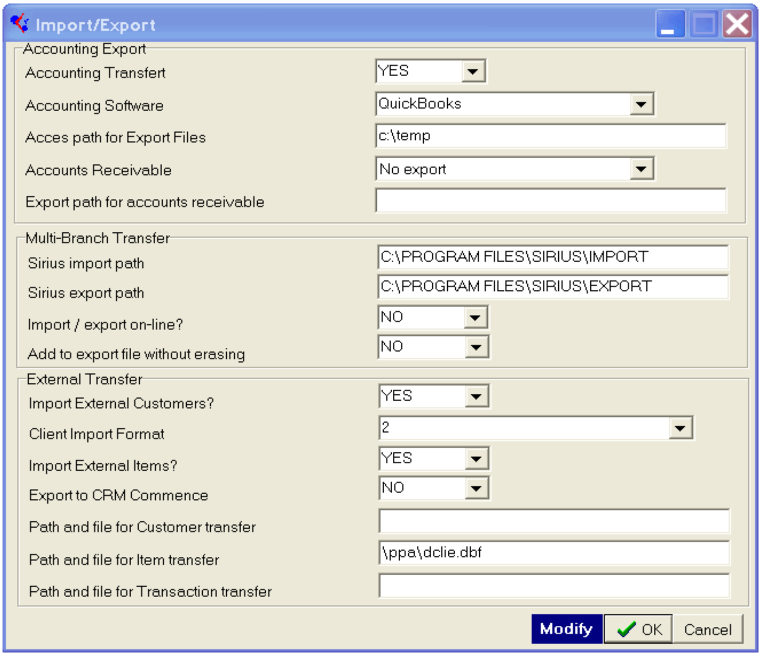
Setting Up Data Import and Exports

You can use Import/Export to set the options needed to successfully transfer data from Sirius to your accounting software, or to other branches in your organization.

■ To Set Up Data Import and Exports:

1 Choose **Branches - Import/Export** from the **Configuration** menu.

The Import/Export window will appear.



Accounting Export

Accounting Transfert	YES
Accounting Software	QuickBooks
Acces path for Export Files	c:\temp
Accounts Receivable	No export
Export path for accounts receivable	

Multi-Branch Transfer

Sirius import path	C:\PROGRAM FILES\SIRIUS\IMPORT
Sirius export path	C:\PROGRAM FILES\SIRIUS\EXPORT
Import / export on-line?	NO
Add to export file without erasing	NO

External Transfer

Import External Customers?	YES
Client Import Format	2
Import External Items?	YES
Export to CRM Commence	NO
Path and file for Customer transfer	
Path and file for Item transfer	\ppa\dclie.dbf
Path and file for Transaction transfer	

2 Click **Modify**.

3 Complete the following fields for each of the sections shown below.

4 Click **OK**.

5 Click **Quit**.

Accounting Export Section	The settings in this section apply to the exporting of the GL Account Summary report file.
Accounting Transfer	Select "Yes" selected if you want to be able to transfer the GL Summary Report file from Sirius to your accounting software. Otherwise, select "No".
Accounting Software	Select the accounting software to which you will be importing the data. (QuickBooks, Simply Accounting, Peachtree or MAS 90)
Access path for Export Files	Specify the path where the GL Summary Report file will be exported. The default location is "C:\temp".
Accounts Receivable	Select "Acomba" If you are running Acomba accounting software. This selection allows you to export to Acomba an enhanced GL Summary Report file that contains a breakdown of each of your Accounts Receivables and the amount owed.
Export Path for Accounts Receivable	If you selected in "Acomba" in Accounts Receivable, specify the drive and directory where the GL Summary Report will be stored prior to exporting to Acomba.
Multi-Branch Transfer Section	The settings in this section apply to the transfer of customer or item files between branches.
Sirius import path	Specify the path where your import files will be stored prior to importing to Sirius.
Sirius export path	Specify the path where your export files will be stored prior to exporting.

Import/export on-line	Select "Yes" if to transfer the customer or item import/export file directly into the database of the receiving branch. If you leave "No" selected, the file will be placed in the Sirius import or export path (see above) and will have to be uploaded manually.
Add to export without erasing	Leave "No' selected, if you want the latest version of your export file to override and erase an existing one with the same name. Select "Yes" if you want Sirius to append your export file to an existing one with the same name, rather than erasing it completely.
External Transfer	The settings in this section apply to Sirius's External Transfer module that allows you to import customer or product items from external sources.
Import External Customers	Leave "Yes" selected if you want to be able to import customer files into Sirius from other software applications.
Client Import Format	Specify the file format used by the client whose customer file you are importing. Standard Sirius format (1) is the default format.
Import External Items	Leave "Yes" selected if you want to be able to import product item files into Sirius from other software applications.
Export to CRM Commence	Select "Yes" if you want to be able to export your product items to Customer Relation Management (CRM) software.
Path and file for Customer transfer	Specify the path where the clients customer files will be stored prior to importing into Sirius.

Path and file for Item transfer	Specify the path where the clients product item files will be stored prior to importing into Sirius.
Path and file for Transaction transfer	Specify the path where the clients transaction files (e.g. quotations, reservations, rental contracts) will be stored prior to importing into Sirius.